MEDICAL FACILITY MANAGER HANDBOOK

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1. INTRODUCTION

The goal of this handbook is to provide new and non-engineer Naval Healthcare Facility Managers with a quick reference and guide to maintain their facilities. The handbook is written to be brief and provide basic information and references to answer most frequently asked questions by facility managers. Healthcare facilities management is dynamic and involves short and long range planning, public/customer relations, accounting, engineering/technical evaluations, higher authority/federal/ state/local regulation compliance, safety and other issues. Points of contact and references will be used extensively in the different sections of this handbook so that it can be used as a desk reference. Key words and phrases are highlighted.

The mission of a Navy Healthcare Facility Manager is to maintain existing facilities to provide safe and efficient spaces and support mission requirements at a reasonable fixed cost with planned variations.

2. DEFINITIONS

SEE SPECIAL PROJECT Hand Book

Work Classifications for Accounting (NAVFAC MO 321 Chapter 4)

Emergency Work. Work that requires immediate action to prevent loss or damage to government property, to restore essential services that have been disrupted and to eliminate hazards to personnel. This work is normally charged to a job order number established for emergency work.

Service Work. Maintenance and repair work that is minor in scope and unscheduled which usually requires less than 16 man-hours and under $300 for material. The limits for service work vary from activity to activity. Check with the comptroller or Public Works for your activity. This work is submitted and authorized on a standard Work Request.

Specific/Minor Work. A specific amount of work that exceeds the limits of Service Work and is within the Commanding Officers funding authority. This work is estimated and authorized using a standard Work Authorization/Estimate (called a Specific).

Standing Job Orders. Work that is done on a routine continuing basis. All Preventive maintenance and minor adjustments are accounted for using these specific job order numbers.

Job Order Numbers. JON-s are numbers assigned to different types of work that track expenses by different expense elements (material, labor, contracts, reimbursables, etc.) and distribute the expenses to the appropriate account groups (is. FAM1, FDPI, etc.).

Sub Activity Group. SAG's are accounting groups that break down the command's disbursements into functional areas as mandated by the NAVCOMPT Manual and higher authority. SAG's are used in conjunction with Functional Categories (FC) define a cost account. SAG "FA" and FC "Ml" combine to "FAM1" which is the cost account for "Maintenance and Repair of Real Property". See Appendix B.

3. TYPICAL MEDICAL TREATMENT CENTER ORGANIZATIONAL CHART

(Note: Refer to your local 5450 series instructions for specific organizational structure)

COMMANDING OFFICER

EXECUTIVE OFFICER

Director for Administration
Director for Nursing services
Director for Ancillary Services
Director for Medical Services
Director for Surgical Services

DIRECTOR FOR ADMINISTRATION (DFA):
Patient Administration Department
Operating Management Department
Food Services Department
Education and Training Department
Facilities Management Department

DIRECTOR FOR NURSING SERVICES (DNS)
Inpatient Care (Ward Staff)
Nursery Care
Nursing Staff

DIRECTOR FOR MEDICAL SERVICES (DMS)
Internal Medicine
Emergency Room
Pediatrics

DIRECTOR FOR SURGICAL SERVICES (DSS)
Same Day Surgery
Operating Room
Anesthesia
Obstetric and Gynecology
Ophthalmology
ENT

DIRECTOR FOR ANCILLARY SERVICES (DSS)
Laboratory
Pharmacy
Radiology

4. PUBLIC WORKS AND FACILITIES MANAGEMENT

Most Naval Hospitals and Medical/Dental Clinics are supported by a **Public Works Department (PWD) or a Public Works Center (PWC).** A PWD has a Public Works officer who answers to the CO of the Base. A PWC has a commanding officer who answers to the **Naval Facilities Engineering Command (NAVFAC).** Both organizations provide similar services. Some of the services are provided free and some are reimbursable. You should always ask your PWC/PWD whenever there is doubt about what services are free and which are chargeable to your activity. The typical services are as follows:

a. Maintenance Management
b. Facilities Planning
C. Engineering and Design
d. Facility Support Contracting
e. Housing
f. Contracts Management

PWC's are **Defense Business Operations Fund (DBOF) activities** which means services are provided on a cost reimbursable basis. A DBOF activity is operated like a non-profit business. This gives the PWC the ability to do design build projects over fiscal year boundaries. Most importantly, PWC's can accept obligations up to the last day of the fiscal year if appropriate planning has been done.

PWD's and PWC's are supported by NAVFAC **Engineering Field Divisions (EFD).** You will interface with the EFD on **Military Construction** project development and construction contract management. The EFD's own the **Resident Officer in Charge of Construction (ROICC)** offices. The ROICC's advertise, award and manage construction contracts for repairs, maintenance and construction. In cases where the ROICC does not have a sufficient contracting warrant to award a contract the EFD may advertise and award the contract and then the ROICC will administer the contract.

All of these PW organizations exist to support You. The following sections describe topics that you must use to be a success. Do not be afraid to call the Publics Works Officer (PWO) or his assistant if you need help.

5. BASIC FACILITIES MANAGEMENT

Facilities management is broken down into three interdependent areas. These are **problem identification, plan development, and plan execution.** The handbook will cover each area and give references and recommendations for each one. All activities are supported differently depending on their respective **Inter Service Support Agreements (ISSA).** The most common PW support methods (in-house or contract forces) will be covered.

A. PROBLEM IDENTIFICATION

To meet mission requirements and provide efficient service, a **continuous inspection program** must be in place to identify problems early. This inspection program is supported by three inspection types. These are **controlled inspections. random inspections and inspections made during scheduled PM's.**

The most common controlled inspection is the **Annual Inspection Survey (AIS).** OPNAVINST 11010.34B and BUMEDINST 11010.6 cover the procedures for AIS submissions. The AIS is a complete inspection of all facility spaces and plant equipment and is the primary basis for short and long range budgets and maintenance plans. The format for submitting the AIS will produce a **Long Range Maintenance Plan (LRMP)** if it is properly planned and performed. The AIS provides the basis for the BUMED Special Projects Program. **The AIS is reported to BUMED by 1 November each year. The AIS will typically take four weeks to prepare. AIS packages prepared by PWC/PWD should be closely reviewed. Typically they have many errors or omissions. PLAN TO DO THE INSPECTION IN AUGUST EACH YEAR. REVIEW THE AIS WITH THE COMMANDING OFFICER**. **A VAGUE OR INCOMPLETE AIS THAT DOES NOT CORRESPOND WITH THE BASEREP WILL NEGATIVELY IMPACT YOUR MAINTEMANCE AND CONSTRUCTION FUNDING.**

Starting in FY98 BUMED Facilities will centrally fund an AIS contract for all of BUMED. A small facility will be inspected on a three year cycle, while a large facility will have one third of its buildings inspected each year. The contract will provide the Facility Manager with a majority of the documentation required to submit special projects and work requests to your local PWD/PWC. It is imperative that the Facility Manager coordinate with the contractor and the PWD/PWC to ensure that the documentation is acceptable to the PWD/PWC.

The Safety Manager is required to do semi-annual inspections of each patient space and annual inspections of non-patient spaces. Coordinate with the Safety manager so that a second inspection of the facility is made in January or February. This will save labor and provide a second assessment of the facility.

Random inspections should be done in areas or on equipment that are not normally occupied or require regular PM's (i.e. penthouse storage areas, roofs without HVAC equipment, etc.).

Each PM identifies a list of inspections that may require service work to correct deficiencies.

The **continuous inspection program and work requests will generate a maintenance backlog** that can be effectively managed and used to limit "funding spikes" in the maintenance program. A balanced LRMP should be able to operate efficiently at a fairly constant budget after the facility reaches 15 years of age.

Engineering Studies (ES) performed by Architect/Engineer (A/E) contracts are another option to determine solutions for large or complicated problems. Every ES should provide several options and detailed cost estimates so that informed management decisions can be made. Use ES's sparingly because the funding ($50-$150 K*)* comes from local funds (SAG FDPL).

The inspection program is paramount to a successful facilities management program. **DEDICATE RESOURCES TO THE IDENTIFICATION OF PROBLEMS. THE TIME AND FUNDS SPENT ON INSPECTION WILL PAYBACK WITH A SOLID PROGRAM THAT CAN BE DEFENDED DURING THE BUDGET PROCESS. DO NOT SAVE MONEY BY REDUCING INSPECTIONS.**

B. PLAN DEVELOPMENT

To develop an efficient **Long Range Maintenance Plan,** a Facility Manager must have a goal and priorities. The cost of maintenance for any facility will rise from occupancy to some relatively constant number **(approximately 3% of Present Replacement Value**) at 10 to 15 years of age. Resources (money and manpower) are based on workload and year to year baselines, the Facility Manager's goal is to balance the budget plan year to year to minimize variations from the base while meeting mission requirements and maintaining a small reserve for emergencies. This will give your activity credibility with higher authority which will generally limits the cuts to your funding base. Positioning projects for **"End of Year Dump"** will allow you to perform out year and pet projects. End of Year posturing will be discussed later. Balancing the yearly budgets is done using a combination of work execution options. Getting the work done will be discussed later.

Most activities will have a **PM program** in place to cover regular recurring maintenance of equipment and facilities. The PM program should have a records process that generates individual equipment histories. PM programs must as a minimum be reviewed annually in comparison to the work requests and repair chits to determine if the frequencies are appropriate for the PM program to be cost efficient and effective. This annual assessment for effectiveness is a JCAHO and NAVOSH requirement.

Based on the results of the AIS and other inspections, a LRMP is developed. The LRMP requires all the work listed in the AIS or found using the inspection program be categorized for accomplishment by **Work Classification.** Small items are repaired on work requests. Bigger items are repaired by a **Specific Job Order** or **Small Purchase Contract.** The remainder is accomplished by **CO authority construction contracts, BUMED funded Special Projects or by Military Construction Contracts (MCON).** Funding authority limits are:

	Maintenance/ Repair	Equipment Installation	Minor Construction
CO	$200 K $100 K	$100 K	
BUMED	$200-$3,000 K	>$100 K	$100-$500 K
DOD	(UMC submitted on 1391) $1,500 K		

Assistant Secretary of the Navy approves all >$3,000 K projects.

The FY 96 National Defense Authorization Bill increased the threshold for **Unspecified Minor Construction (UMC)** projects which are solely to remediate serious life, health, or safety deficiencies from $1,500 K to $3,000 K and the thresholds for projects funded with operations and maintenance funds for these purposes from $300 K to $1,000 K.

BUMED special projects are prepared using the **BUMED SPECIAL PROJECTS HANDBOOK.**

Priorities for developing an annual **Maintenance Action Plan** (MAP) and LRMP are as follows:

1. Mission Essential
2. JCAHO/Life Safety Code deficiencies

3. Patient care effectiveness
4. Critical Maintenance/Repair backlog reduction
5. Quality of Life
6. Physical Security
7. Energy Conservation
8. Contingency Planning
9. Other Maintenance/Repair backlog reduction

Appendix A is a sample **MAP** and **LRMP.** Detailed cost estimates are not included in Appendix A but are a part of the LRMP.

Indefinite Quantity (IQ) and Job Order Contracts (JOC) can be used to build flexibility into the annual MAPS. IQ and JOC contracts are contracts where unit prices are bid on a range of quantities or work types. Painting, asphalt and roofing are typical contract types. Public works will coordinate requirements and advertise the contracts. To use an IQ contract, an estimated quantity of work to be done is provided to PW during the development of the contract. After the contract is awarded all or part of the quantity can be used. Work is called up by providing funds to the Contracting Officer. The Contracting Officer will then issue a delivery order to the contractor. An example for using an IQ contract would be to have $50 K of painting included in the contract base, but because of funding constraints only $35 K was used. Contact the Public Works Officer or your PWC point of contact for more information.

JOC contracts are similar except that project packages with plans or sketches and labor estimates are required prior to obligating the funds to the contract. The project cost is based on labor line items established in the contract and labor quantities in the plans. Contact the Public Works Officer or your PWC point of contact for more information.

Every facility should have planned replacement program for carpet and paint. These programs are often referred to as **paint or carpet schedules.** The goal of these programs is to systematically replace the carpet or paint over an acceptable life cycle. For example, a facility with 100,000 SF of carpet sets up a schedule to replace the carpet over a 10 year life cycle. To support the program the activity must plan for 10,000 SF of carpet replacement per year. IQ contracts work well for these programs.

"End of Year Dump" is the unquantifiable amount of funding that is dumped on the activities at the end of each fiscal year. This term is generally unaccepted by financial managers, but this type of funding occurs for various reasons. The most commonly known reason for "end of year money" results because higher levels of funding authority (i.e. BUMED, CNO, Congress) establish "reservations" to fund special programs. When these reserved funds are no longer necessary, for whatever reason, the funding authority releases the funds to be used throughout the various claimancies. Every activity should have a plan to use these funds. Activities that are served by PWC's can take full advantage of dump money if they have estimated project orders standing by for funding. Activities that are not serviced by a PWC should have current designs on the shelf that can be advertised and awarded within 90 days. IQ and JOC contracts for roofing and asphalt work (seal coating, pothole patching, etc.) and minor repairs are also good tools for using dump money. Be creative in developing the plan. Contact PW for other possible options.

An **Energy Conservation** program is required for each command by OPNAVINST 4100.5C and BUMEDINST 4100.lA. Energy is more than turning off lights when spaces are not in use. Changing out fluorescent light ballasts with low energy ballasts can result in significant savings with a short payback period. Steam traps are also excellent candidates for energy conservation projects. **Energy Cost Avoidance Program (ECAP) and Federal Energy Management Program (FEMP)** funds are centrally managed by NAVFAC. Therefore, the funds do not come from BUMED resources. If ECAP/FEMP funding is not available the command can use local funds for the project- The supporting Engineering Field Division (EFD) Code 16 can provide more detailed information on ECAP/FEMP Projects.

Developing a plan is not just a once a year activity. The annual MAP must be reviewed at least monthly to determine execution progress. The MAP must also be reviewed/revised based on available funds and time remaining in the fiscal year. Keep the MAP and LRMP current.

C. PLAN EXECUTION

If the MAP, LRMP and Preventive Maintenance (PM) plan have been properly done and maintained, the execution of the plan is easy. Coordination with the Resident Officer in Charge of Construction (ROICC), the comptroller and customer are the primary tasks. Ensuring that the PM program and equipment list are current will reduce overall maintenance costs and limit unforeseen major repairs. Executing the plan is slightly different for in-house verses contract maintenance forces because of contract restrictions.

NAVFAC Manual MO 321 (Facilities Management) and NAVFAC P-318 (organization and Functions for Public Works Departments) are the basic guides for maintenance forces. MO 321 is a detailed standard operating procedure based on a maintenance shops organization. It includes forms, work execution process diagrams and accounting forms and procedures. The P-318 provides the standards for organization and staffing of Public works Departments that NAVFAC has found to he most effective for management, operation and maintenance of facilities and equipment. Roles and responsibilities of the different levels of the chain of command are also identified.

1. IN-HOUSE/CONTRACT WORKFORCE

An in-house workforce allows the Facilities Manager the most control and flexibility for facilities management. Service Work, Specific Work and PMS all have to be balanced to match the available labor and resources. This is an on-going process that should be managed by the Shops supervisor. The classification, flow and tracking of work requests is key to the success of any maintenance organization. Therefore, the FM must have a database in place that allows for tracking progress of all work requests and performing trend analysis. Each activity will have its own style of database. The Defense Medical Logistics Support System (DMLSS) was developed by all three of the Armed Forces to automate the Supply and Facilities functions. The Facilities Module of DMLSS has the capability of tracking work and money. The work request database should be reviewed weekly to evaluate progress and identify delays or problems. MO 321 Appendix B contains procedure charts for processing work requests and specific job orders.

A contract workforce utilizing a Base Operating Services (BOS) contract or a Facilities Maintenance & Utilities (FNU) contract managed by a PWC/D is not as flexible as an in house force but does allow the FM to provide a wider range of maintenance expertise at a lower cost. The requirement for PM's is included in the contract along with procedures for getting the different classifications of work accomplished. Again the classification, flow and tracking of work requests is key to the success of the maintenance organization. So the same requirements for database controls applies.

Regardless of the type of maintenance workforce, a solid Quality Assurance (QA) program is required to maintain efficiency and keep work on track. For an in-house force, an informal program of shop supervisors checking a portion of the PM's and work requests is typical. Contracts will have specific quality assurance plans that are managed by PW or by a Quality Assurance Evaluator (QAE) on your staff. DO NOT TOTALLY DEPEND ON THE PW QA TO INSPECT THE CONTRACTOR'S WORK. YOU OR YOUR STAFF MUST ALSO CHECK A PORTION OF THE PM's BEING DONE. If problems are found, contact the PW QA. The contractor will be responsible for correcting work at no additional cost.

The requirement for a database that allows for Trend Analysis is driven from JCAHO requirements to use Performance Indicators to determine the effectiveness of a maintenance program. This will be discussed in more detail in the JCAHO section of the handbook.

The PM program and Facility Equipment List (FEL) must be reviewed annually for completeness and effectiveness. This is a JCAHO requirement and if used correctly, will result in cost savings and better maintained facilities. The PM program can be fine tuned by comparing PM frequencies to repairs performed and costs of repairs. Information from the inspection program must also be considered. For example, the PM program calls for quarterly change-out of air handler pre-filters at a cost of $40,000 per year. Based on inspections of the old filters and filter manometers (manometers are used to measure static pressure drop across a filter), the change out frequency can be reduced to semi-annually with a savings of $20,000 per year.

The PM program should be designed so that individual equipment histories can be reviewed. Individual equipment histories and cost data can be used to make resource decisions and support special projects.

Repair and Construction contracts must be developed to accomplish large projects. These projects may he large CO discretionary projects or BUMED funded Special Projects. In general the same procedure is followed to get any contract designed and awarded. The procedure is as follows:

2. CONTRACT DEVELOPMENT AND AWARD

1. Develop project scope. (Use scope from 1391).
2. Submit to PW Engineering for design.
3. Based on an estimate, request authority from BUMED to negotiate the design. (This does not apply to CO funded projects or designs under $100K that your command wants to fund)
4. PW Engineering will negotiate the design contract.
5. Request funding from BUMED to award the Design contract. (This does not apply to CO funded projects or designs under $100K that your command wants to fund)
6. Award Design Contract and coordinate engineer site visits.
7. Complete Design.
8. Request authority from BUMCD to advertise the construction contract.
9. ROICC advertises the contract and sets a bid opening date.
10. Request funds from BUMED to award the contract at the bid price plus 8% (of the bid price) for contract administration **(SIOH).** Two documents are required to award the contract. A SF 2275 is used for transferring the contract funds and a SF 2276 is used to transfer SIOH funds. **The EFD or ROICC will not award the construction contract without the SIOH funds.**
11. Award construction contract.

PWC's only work with actual funds. Therefore in Step 3 you should ask for funds in the amount of the PWC fundable estimate. If you intend to execute the construction through the PWC, then in step 8 you would request actual funds for execution based on a PWC fundable estimate.

Depending on the size and complexity of the project and availability of funding, this process can take up to 24 months. Typically, BUMED funded special projects are designed in one FY and executed in the next FY.

After the Construction contract is awarded the ROICC will set up a pre-construction conference to coordinate the start of the construction and roles and responsibilities of the key players.

During the execution of the construction contract modifications will he required because of design omissions, differing site conditions, etc. When a change is required the following procedure shall be used.

3. CHANGE ORDER APPROVAL AND FUNDING PROCEDURE

1. Have the ROICC identify the specific requirements of the change and the reason for the change. Include a reasonable cost estimate (+/-15%). Include 8% for **SIOH** in the cost estimate. Verify from the local comptroller that local funds are not available. **Changes for Prior Year funded projects must use the same prior year funding.**
2. Request **"authority to proceed"** from the Healthcare Support Office (Facilities Manager). This is done by faxed letter or e-mail that includes the information in item 1. If the activity does not have the funds on site, then the comptroller must request **"authority to negotiate" or "a reservation of funds"** for the change from HSO. The information in item 1 will be required for this request.
3. Once "authority to negotiate" or "a reservation of funds" for the change is granted and provided to the ROICC, the ROICC will negotiate the change.
4. Add 8% for SIOH to the final negotiated price to get the amount of funds required for the change and request funds for the final amount referencing the "authority to negotiate" or "reservation of funds" message/letter.
5. Once the funds are received, ensure that the funds are transferred appropriately. Two documents are required. A SF 2275 is used for transferring the contract funds and a SF 2276 is used to transfer SIOH funds. **The EFD or ROICC will not issue the modification without the SIOH funds.**

SIOH rates vary by the type of service (i.e. construction, A/E, Facility Service and combination) from 2% to 8%. SIOH rates are established by NAVCOMPT and NAVFAC. NAVFACINST 7820.1 series promulgates the rates and procedures for SIOH. NAVFAC letter Serial 9029 of 8 March 95 outlines the changes in SIOH policy for FY96/97 which realigned mission funds for O&M contract administration costs to the major claimants from NAVFAC. **Keep current on SIOH rates.**

Facility Support Contracts (FSC) are developed and awarded using a similar process that excludes the design phase. In place of the design phase is the requirements and performance standards development.

The FSC document follows the **Uniform Contract Format (UCF). Appendix C** is Section C of the UCF which is guide to writing FSC technical specifications.

To develop a FSC contract first identify and quantify the requirements for the contract. This involves identifying the type, frequency and quality of the performance. The end result will be a **Performance Work Statement and a Technical Performance Requirement Summary.** Prior to compiling the requirements, the contract type, inspection process (deductions) and who will have QA responsibility, must be determined. The EFD (code 16) must agree on the contract type and inspection process. The different contract types include but are not limited to:

a. Firm Fixed Price
b. Fixed Price Award Fee

Inspections are the basis for award fee determinations, deductions, and most contract actions. Possible methods of inspection are:

a. Standard Deductions (100% and partial inspection)
b. Extrapolated Deductions (statistical inspections)

C. Combination of a and b.

Deductions are taken to recover money for work which is not performed or is performed unsatisfactorily by the contractor. The contractor must be given the opportunity for rework. The combination of inspection types works the best. Use statistical inspections for daily and routine work and **100%** inspections on monthly or greater frequency work.

Experience has shown and common sense supports the use of Award Fee contracts. There are additional requirements for these types of contracts (i.e. award fee boards and reports) that take additional time and resources but the results from a positive contractor incentive are worth the efforts. Make sure to discuss these contract options with the contracting officer.

If the activity has a housekeeping/janitorial contract and the FM is the FSC Manager, then QA staff must work for the FM. Otherwise, the FM will spend a significant amount of time addressing day to day complaints instead of managing contract performance.

Specific training is required for the QA staff and the FM if he/she is the FSC Manager. Contact the local ROICC for specific requirements.

Contract development, advertising and award for a 200 bed facility housekeeping contract may take up to 12 months. Therefore, early planning is a must. **DO NOT WAIT UNTIL THREE MONTHS BEFORE A CONTRACT EXPIRES TO START SETTING A NEW ONE IN PLACE.**

6. BUDGET AND FINANCE

Every management decision must consider funding. Every FM must readily understand and know their fiscal position with relation to maintenance and construction. This section will cover the most important aspects of budget and finance that impact facilities management.

First, learn to talk like a comptroller. **Appendix B is a list of Sub-Activity Groups (SAG)/Function Category (FC) (i.e. FAM1). The following will introduce many terms and processes that comptrollers use on a daily basis.**

Second, and most importantly, the FM must have a respectful, honest and close relationship with the comptroller and head financial analysts. The FM's creditability with the comptroller will determine the overall amount of cooperation received. This will also allow the FM and the Comptroller to provide credible resource options to the CO. **Talk to the Comptroller once a week.**

Input to BUMED for inclusion in the **Program Objectives Memorandum (POM)** is imperative to get long term funding. The POM defines the Claimant's long term (5 years) objectives and resources to support these objectives. The POM is the basis for annual budgets. Therefore, if your command has plans for major changes in operations or capital improvements that are not reflected in the POM, then don't count on the money being in the execution year's budget.

Budgeting is the basis for getting resources on an annual basis. Each year the comptroller should send out a budget call for submissions to the next years budget. Your submission should include a copy of your AIS highlighted to show your annual spending plan. A list of UNFUNDED Specific Work Requests should also be provided. The Specific Work Request list should be listed by priority. Separate lists should be generated for each Sub Activity Group (SAG) (i.e. FAM1, FBR1, FDPL, RX, etc.). The cost for utilities (SAG FC) should be based on historical data and adjusted to reflect any increase caused by the installation of new equipment or increasing rates. The Facility manager should also provide information on recurring maintenance contracts (PM, Waste Disposal, Housekeeping, etc.). This is **very important if the cost for a contract is changing.** The FM must know the department's labor costs and to what SAG the labor is charged. If this information is not known then the comptroller's staff should be able to provide the information. If any Facilities Staff person gets a promotion/raise without an increase in funding from BUMED, then the funds will come from the appropriate SAG which will reduce the amount of discretionary funds in the SAG. Conversely, a vacant/gaped civilian billet will increase the amount of discretionary funds by decreasing labor costs. You must pay your people first.

Personally go over your budget submission with the Comptroller or Budget Analysis to ensure they understand the submission. At this time you may be required to develop a quarterly or monthly spending plan for your department based on your budget submission.

It is important to remember that just because you ask for it, doesn't mean you will get. However, a strong submission with accurate supporting documents will give you the best chance for getting required resources.

The budget is submitted to BUMED via the HSO. If Congress has approved a budget and DOD Health Affairs passes money in a timely fashion you should have an Annual Planning Figure (APF) by mid November. If the government is operating under a **Continuing Resolution Authorization (CRA),** then plan on operating at spending rate of 60 to 80 percent of the previous year's spending rate. This may mean that only recurring maintenance and contract work is accomplished until the budget is passed by Congress.

Once your Command has an APF the Comptroller should provide you with, via the Directorate, an **Operating Target (OPTAR).** The OPTAR should be identified by SAG and may or may not include labor costs and recurring contract costs. **You must confirm what the OPTAR includes.** Monthly or quarterly updated OPTAR's are sent to the Directorates. Make sure that your Directorate passes your section of the report to you. If you are not getting updated OPTAR reports contact the DFA and the Comptroller and fix the problem.

Tracking the execution of the MAP is your responsibility. Do not depend on the Comptroller to track your maintenance program. Your information should correspond and validate the Comptroller's records. It is not uncommon for obligations to be accounted for in the wrong SAGS. This is because the comptrollers staff does not understand all of the language that is used by ***FMS.***

You will utilize the **Job Order Number (JON)** system to account for the execution of your money. JON's are an accounting tool that the comptrollers use to track funds. JON's feed information to the **Uniform Management Report (UMR)** which is used to track the financial status of the entire command. A large portion of the UMR deals with facilities items which means you should use it as a management tool. You should have about 30 to 40 standing JON's that recur each year and some number (10 or 20) that represents the amount of **Specific Job Orders (SJO)** done each year. The SJO numbers should be deleted each year so that they don't jam the system. (One command had over 200 JON's on the books). The comptroller and you should review your portion of the UMR and the JON's assigned to make sure that the report is correct and money is not being wasted. **The UMR tells you where your money is going. If the money is not being spent in the right places or is excessive in some area, you as a manager must fix the problem.**

Financial records must be maintained daily. A computer spreadsheet or data base should be used to track daily obligations. The Defense Medical Logistics Support System (DMLSS) has a module for tracking obligations. If your activity does not have DMLSS, then contact your HSO or BUMED to get it installed and your operators trained.

Finally, maintenance programs do not run on automatic. The execution of the MAP must be constantly re-evaluated and adjusted based on such things as contract bid results, in house labor and material availability, funds availability, mission requirements, unexpected maintenance problems, etc. **A FM must know his fiscal standing at all times in order to be efficient and effective.**

7. TRAINING

Training is paramount for hospital Facility managers and some large clinic Facilities Managers. The varied and unique systems that must be maintained along with changing code and JCAHO standards generate the following training requirements. The following is a list of minimum training requirements:

a. Prior to or immediately after reporting
Public Works Management (2 weeks)
Facilities Planner/Special Projects (1.5 weeks)
Environmental Protection (1 week)

b. Within six to nine months of reporting
JCAHO Training (2 days)
NFPA 99 Healthcare Facilities Handbook and
NFPA 101 Life Safety Code (1 week)

The above courses are available from the Civil Engineer Corps Officer School. This training will cost on average $10,000.

A two week comprehensive course is offered through the Air Force at Shepard AFB. Quotas are controlled by FUMED 43. This course is the recommended means for getting basic training. The cost for the course including travel and per them averages $1200.

8. CORRESPONDENCE

Correspondence is the Facility Manager's link to resource managers and customers. The quality of your correspondence projects a perception of how competent you and your command are at doing staff work and conducting business. Perception is reality. **Appendix D** contains samples of most of the correspondence that is required to be sent outside the command. Pay close attention to the routing and copy to's on the samples. An incorrect routing can add two or three weeks to a process timeline.

The following are some pointers to preparing good correspondence:

1. Make sure the format is correct. When in doubt check the correspondence manual.
2. Each letter should stand on its own merits. The correspondence should include background, issue, options and recommendations that reflect complete staff work.
3. Make sure that stated facts and recommendations can be supported and opinions are clear and reasonable.
4. Have the CO sign all controversial and important correspondence. This gives the correspondence increased credibility and importance.
5. USE PROPER GRAMMAR AND PUNCTUATION.
6. Take the time to learn how the boss composes correspondence. This will save time rewriting and give you credibility with the boss.
7. DO NOT PUT A COMMAND OR PERSON **ON** REPORT WITHOUT GIVING THEM A "HEADS UP."

9. REQUIRED REPORTS

The following is a list of important required reports:

1. Annual Inspection Summary (AIS) due in October.
2. Leased and Relocatable Commercial Space due when requested.
3. Annual narrative effectiveness evaluation report to the Safety Policy Council for utilities systems, emergency systems, facility maintenance and life safety management programs.
4. Budget submission to the Comptroller which is usually due in the second or third quarter.

10. SPACE UTILIZATION AND MINOR CONSTRCUTION

Space utilization and minor construction are the most political and time consuming functions that a FM must **manage.** Typically the command will have a space utilization committee of Directorates which is chaired by the Executive Officer. This committee hears requests and recommendations for reallocation of space. The command instruction should require the gaining and losing department heads to either agree jointly or disagree and provide written arguments/justification for their position. The respective directorates should present the proposal to the committee.

If alterations are included in the proposal, a sketch of the alterations must be included in the proposal. The FM must verify that the alterations do not violate any Life Safety Code requirements. Close attention must he paid to maintaining the INTEGRITY of the smoke compartments and HVAC zones.

Finally, the comptroller must verify that funds are available for the alterations. If funds are not available, then the proposal should be tabled in a backlog or revised to eliminate requirements for alterations.

The goal is to make the department heads and directors compromise and work together. **Do not get in a position of assigning or making space allocations.**

11. EOUIPMENT INSTALLATION

New and improved medical equipment is being purchased for replacement and new installations in Navy Medical and Dental facilities. **Every equipment acquisition must be reviewed by the facility manager before the equipment is purchased.** The facility manager must closely scrutinize the manufacturer's data to verify the availability of utility connections/capacity. Adequate floor space and ceiling height must be provided. Heating and air conditioning must have enough excess capacity to handle the thermal load of the system. The floor assembly must be able to support the new equipment. If any of the above constraints exist then money must be budgeted for equipment installation construction.

The worst event that can occur is a piece of equipment is bought that can not fit through the doors to a space that is too small, the floor can not support the equipment and the electrical distribution and HVAC systems do not have sufficient capacity to support the equipment.

12. BASIC FACILITY REOUIREMENT

The most important documentation for new construction is a validated **Basic Facility Requirement (BFR)** for the command's mission. Criteria for facilities is contained in the **MIL Handbook 1191, DOD Medical/Dental Design and Construction Criteria** and the **NAVFAC P-80, Shore Facilities Planning Criteria.** The 1191 is used for medical and dental facilities and the P-80 is used for barracks parking lots, exterior lighting, etc.

Your supporting **Healthcare Support Office (HSO)** has **Military Construction Liaison Officers (MCLO)** to guide you through the process of developing a defensible BFR. The BFR development process is as follows:

a. Request a SPR update from the HSO
b. Fill out the BFR Input Data Sheet (IDS)
c. HSO inputs the information from the IDS into the computer Space Planning System (SPS) and generates a first draft BFR.
d. The MCLO visits the command to review and refine the first draft.
e. Revisions are entered in the SPS and a second draft BFR is generated.
f. The command reviews for correctness.
g. Final revisions are entered in SPS and a final BFR is generated.
h. The command submits the BFR to the supporting Engineering Field Division (EFD) via the HSO and BUMED for inclusion in the commands Facility Planning Documents (FPD).

Once the FPD has been modified to include the information in the approved BFR, documentation for a military Construction Project (MCON) project is prepared. This includes a 1391, 1391a (Facility Study) and National Environmental Policy Act (NEPA) documentation. The command should pay the supporting EFD or PWC to do this documentation. The entire cost of the MCON package will range from $40 K to $150 K.

13. ENVIRONMENTAL COMPLIANCE

At most MTF/DTF's the major environmental compliance issues are the disposal of Hazardous Waste (HW), medical Waste (MW) and Air Permits to meet Title V of the Clean Air Act. OPNAVINST's 4110.2, 5090.lB and BUMEDINST 4110.1 provide the guidance for environmental compliance.

The OPNAVINST 5090.1B section 20-5.3 requires that **each command perform an annual Environmental Compliance Evaluation (ECE).** The ECE is a comprehensive check list approach to identifying program deficiencies. Every three years the Claimant will do an ECE on your command. The Claimant ECE will be conducted by the cognizant Engineering Field Division. The ECE will identify the programs deficiencies on that day. The next day or week may be different.

HW will be disposed of by what ever local instruction governs the activity. Medical waste is typically disposed of by a contractor. Problems with MW will be the result of poor staff training. The Infection Control coordinator and Executive Housekeeper are the key to fixing MW problems.

The key to maintaining a solid Environmental Program is training the right people, empowering those people to do the job, establishing simple standard operating procedures and routine inspection for compliance. None of these actions can be effectively done without support from the host command. **Make sure that you have a good relationship with the base Environmental Officer and their staff.**

Lastly, as a Department Head you must routinely walk through the lab, X-ray, HW storage areas and shop spaces to satisfy yourself that the program is working. So get yourself trained.

14. JOINT COMMISSION ON ACCREDITATION OF HQSPITAL ORGANIZATION (JCAHO) AND INSPECTOR GENERAL COMPLIANCE

JCAHO (pronounced jay-co) and the IG both generate standards for the operation and maintenance of medical treatment facilities. Both have depend on documentation to determine compliance. JCAHO will spend about 75% of their time asking questions of the hospital staff to see that staff knows and works daily by the written policy. Most of the requirements of the IG will meet the corresponding requirement of JCAHO. So there is very little duplication of effort.

To do outstanding on both inspections starts with one simple premise, "Practice like you play." The Facility Manager who waits until six months before the inspection to prepare is asking for long nights and many hours of frustration (JCAHO requires 12 months of documentation).

There are two strategies for maintaining JCAHO and IG compliance.

First you have to get copies of the most current standards check lists (available from your HSO) and do a self assessment. From the assessment you and your staff must determine the problem areas and develop correction plans. Most importantly, planned milestones and action completion dates must be set and tracked. Once a problem is fixed a follow-up date must be set to determine if the correction is really working. Systematically work on the problem list. By keeping minutes of meetings and corrective actions, you will meet most of the inspection requirements. Once the corrective process has been started it must be maintained and continued with regular supervision. if this sounds like the information presented earlier in Basic Facilities Management, that's because it is the same information utilizing **Process Improvement (PI).**

JCAHO uses a PI model that is described in detail in Volume II of the JCAHO Accreditation Manual and synopisized as follows:

a. Design the Management Plan
b. Train and Orient the Staff and patients
C. Implement the Plan
d. Assess and Evaluate
e. modify Plan and follow up

This model is a never ending process of deliberate continuous improvement.

With JCAHO there are seven required management plans that must be developed and maintained. They are the following:

a. Safety
b. Security
C. Hazardous Materials and Wastes
d. Emergency Preparedness
e. Life Safety
f. Medical Equipment
g. Utilities Systems

The second strategy is to request a Management Assist Visit (MAV) from your supporting HSO. The HSO will do an inspection and provide you a report with recommended corrective actions.

The best approach is to implement the first strategy and validate the results with the second strategy.

Some examples of JCAHO requirements that must be included in the management plans are as follows:

a. A work request database is required to track work accomplishments, ensure that work does not get overlooked and most importantly, so that trend analysis can be done. The trend analysis is used to identify problems before large scale problems arise. For example, there is a growing trend of failing lighting ballast's in all areas of the hospital. Individual replacement of the ballast's is expensive using in-house forces. Therefore, you develop a phased lighting replacement special project and submit it as an Energy Cost Avoidance Program project using the trend data as justification. The project is funded and the problem is solved and the utility bill reduced. Without the work request database and trend analysis the problem may not have been noticed or corrected.

b. Summaries of the different programs are required to be forwarded to the Safety Policy Council for evaluation and documentation. If you are managing your different programs, this is a simple task. If you are operating “the way we have always done it” you will spend endless hours making up “fluff” that will get you in trouble and cause you to fail as a leader and manager.

15. SAFETY MANAGEMENT

As the Facility Manager, you are responsible for assisting in the identification and correction of all safety deficiencies. Therefore, you must work in conjunction with the safety manager on all items involving repairs, construction and alteration. Do **not construct or alter a facility that is in violation of a code or regulation.**

You should be well versed in Chapters 1-7, 12, 13 and 27 of the NFPA 101 Life Safety Code. These chapters identify the fire safety characteristics that your facilities must meet. Article 517 of the NFPA 70, the National Electrical Code, sets the standards for normal and emergency healthcare facilities electrical systems.

The key to understanding the codes is to understand the type of occupancy being considered. Healthcare facilities can either be existing or new. Medical and dental clinics are considered business occupancies unless they conduct procedures that simultaneously litterborne more than four persons (NFPA 101 13-1.2.2). The requirements for healthcare occupancies are the most stringent and business occupancies the least stringent.

Utilize the Safety Manager's hazard abatement log for tracking safety deficiencies. All work requests/service calls should be coded or marked as "SAFETY'" items and prioritized accordingly. The safety manager can be used as an effective tool for getting priority projects funded and accomplished. Remember the Safely manager is often your best friend in a fight. **You must work with the Safety Manager.**

MOST IMPORTANTLY YOU MUST ESTABLISH PRACTICES THAT IDENTIFY SAFETY PROBLEMS EARLY BEFORE THEY BECOME CRITICAL.

16. MEDICAL GAS SYSTEMS

Chapter four of the NFPA 99 Healthcare Facilities Manual contains the requirements for medical gas and vacuum systems. The requirements in the NFPA 99 are for new construction and therefore should be used when upgrades to the gas and vacuum systems are done. **NFPA 56F Standard for Nonflammable Medical Gas Pipeline Systems** has specific workmanship requirements for systems installation and alteration. **NAVFAC Specification 15485D** of June 95 compiles most of the requirements for testing of new or modified systems. Finally, **BUMEDINST 10330.2** also has testing requirements that must be met before a system can be used. General overview information can be found in **volume three of the American Hospital Association (ARA) Management and Compliance Series (This is a great reference manual).**

These references all complement each other but must be consulted prior to any system being put in use.

If the possibility exists that a gas system has been contaminated, the system must he evaluated for the contamination and then repairs and re-certification testing done in accordance with the above references. The AHA manual has a guideline for contamination evaluation.

The basic rule for certification is that only the parts/branches down stream of the maintenance or break in the system require re-certification.

17. TELEPHONES

If you can make telephones someone else's business, do it. Most telephone systems are computer managed/driven and interconnected with management information networks. Therefore, the best people to maintain them are contractors or command Management Information Personnel or support from the base Telephone Command. If this is not feasible, and a maintenance support contract or other support is not available, then plan on training at least 2 personnel to do maintenance and additions.

Make sure that the phone system is supported by either emergency power via a UPS system or a UPS with a minimum of 12 hour battery backup capability. Not all phones are required to be operational during a power outage. Only the phones required to support emergency operations should be operational. This will usually include the following:

a. Quarter deck and security
b. Command post
c. One line to each department/director and ward
d. One line each to medical supply and CSR
e. Three lines each to ER, OR and recovery
f. One line each to CO, XO,

Do not try to make yourself a telephone expert. Figure out where to get the support and use it.

18. CUSTOMER INTERACTIONS

As the Facility Manager you will constantly hear complaints. Get use to it and don't let them get you down. The key to good customer relations is communications and knowledge. As the Facility Manager you must spend part of your time talking to the all the people who use your facilities. This face to face communication gives you an opportunity to educate the customer, identify issues or problems early and build a personal relationship with key personnel. By staying in touch you will learn what things are changing in the command (i.e. equipment, staffing changes, etc.). Always keep notes of maintenance items you find and important issues. Be a good listener.

Do not circumvent established processes. For example, the only people who do not have to submit work requests are the CO, NO and DFA (your boss). This includes you. if you find maintenance items, then make the service call or submit the work request.

Make it a point to know when the Directors make rounds and join them. You will learn what they look for and get a chance to teach them about the facilities and what you do. (Most doctors and nurses do not understand how buildings work or what is required to maintain them.)

Communicating with the customer via E mail can be a very effective of means of training but never tell a customer "NO" on E mail. If you do, remember your message can be used against you and be very specific with your reasoning. If you are forced to export the issue, have the courtesy to transmit a copy to that person so they have a chance to prepare before the attack.

19. APPENDIX A SAMPLE LONG RANGE MAINTENANCE PLAN

NAVAL SOMEWHERE

SOMEWHERE, USA

DC-1 MAINTENANCE ACTION PLAN (MAP)

FACILITIES CONDITION ASSESSMENT PROGRAM

DEFINITIONS

DC-1 DEFICENCIES:
Deficiencies within the Commander's funding authority.

DC-2 DEFICIENCIES:
Deficiencies in excess of the Commander's funding authority.

BMAR:
Backlog of Maintenance and Repair.

ICN: INVESTMENT CATAGORY NUMBER
A grouping of similar facilities with related contributions to the activities mission.

CPV:
Current Plant Value

FCI: FACILITIES CONDITION INDEX
An indication of the condition of a facility Determined by dividing the CPV into the current BMAR.

Long Range Maintenance Planning
DC1 Prioritized Maintenance Action Plan
Year 1997

PRI	Facility	ICN	Description	Serial Number	Design Cost	Total Cost
001	13	17	ASBESTOS REMOVAL	0000045	0	41,600
002	18	16	ASBESTOS REMOVAL	0000099	0	25,407
003	25	16	ASBESTOS REMOVAL	0000081	0	30,821
004	12	16	ASBESTOS REMOVAL	0000029	0	41,600
005	1	13	ROOF OTHER REPLACE	0000130	296	3,689
006	49	16	ROOF RPL	0000066	812	10,116
007	19	16	ROOF RPL	0000109	1,119	13,941
008	18	16	ROOF RPL	0000100	2,644	32,944
009	1	13	REFRIGERATION SYS RPL	0000147	1,626	20,264
010	8	14	ROOF RPL	0000138	3,754	46,776
011	16	08	ASBESTOS REMOVAL	0000073	0	43,142
012	12	16	ROOF CANOPY RPL	0000019	449	5,601
013	12	16	ROOF RPL	0000020	6,044	75,312
014	13	17	PIPING SYS WTR RPL	0000044	0	8,312
015	13	17	DRAIN, WASTE RPL	0000043	0	14,460
016	13	17	ELECT MAIN PANEL RPL	0000058	0	4,653
017	1	13	HEATING CONVERTER RPL	0000123	0	46,160
018	1	13	PUMPS RPL	0000121	0	21,620
019	1	13	ROOF NDI SURVEY	0000087	0	11,424
020	20	16	ROOF RPR	0000082	0	1,090
021	134	16	ROOF RPL	0000050	785	9,780
022	13	17	WINDOW RPL	0000032	0	151,581
			Total for Year 1997		17,529	660,308

Long Range Maintenance Planning
DC1 Prioritized Maintenance Action Plan
Year 1998

PRI	Facility	ICN	Description	Serial Number	Design Cost	Total Cost
023	25	16	PIPING SYS WTR RPL	0000080	0	9,632
024	25	16	DRAIN, WASTE RPL	0000079	0	14,460
025	20	16	REFRIGERATION SYS RPL	0000052	0	18,408
026	12	16	PIPING SYS WTR RPL	0000026	0	19,092
027	12	16	DRAIN, WASTE RPL	0000025	0	11,092
028	16	08	ROOF RPL	0000132	4,271	53,229
029	19	16	ELECT MAIN PANEL RPR	0000119	0	1,961
030	12	16	ELCET MAIN PANEL RPL	0000038	0	4,653
031	13	17	MECHANICAL RPL	0000110	0	30,241
032	13	17	HEATING STM LINE RPL	0000042	2,144	26,720
033	13	17	ELECT SUBPANEL RPL	0000059	0	2,859
034	14	08	ASBESTOS REMOVAL	0000064	0	34,192
035	1	13	FLOOR COVER RPL	0000095	1,745	21,740
036	20	16	ELECT MAIN PANEL RPL	0000040	0	4,901
037	18	16	DOORS EXT RPL	0000104	0	2,371
038	134	16	DOORS EXT RPL	0000049	0	5,536
039	12	16	DOORS EXT RPL	0000018	0	9,483
040	15	04	ASBESTOS REMOVAL	0000056	0	46,441
041	8	14	ASBESTOS REMOVAL	0000012	3,233	40,294
042	25	16	HEATING STM LINE RPL	0000078	1,177	14,669
043	12	16	HEATING STM LINE RPL	0000028	2,875	35,825
044	12	16	ELECT SUBPANEL RPL	0000039	0	5,929
045	14	08	ROF RPL CANOPY	0000157	0	2,325
046	1	13	WALL INT RPR	0000089	0	1,810
047	15	04	DOOR EXT RPL	0000151	0	1,441
048	8	14	WALL EXT RPR	0000140	1,074	13,378
049	145	16	ELECT LIGHTING RPL	0000065	0	11,561
050	1	13	ELECT EMERG RPL	0000171	0	12,916
051	1	13	ELECT EXIT LIGHT RPL	0000170	1,857	23,143
052	18	16	WINDOW RPL	0000103	0	6,623
053	49	16	WINDOW RPL	0000068	0	3,309
054	12	16	WINDOW RPL	0000022	0	12,966
055	12	14	WALL EXT MASONRY RPR	0000021	0	19,243
056	8	14	ENGINEERING STUDY	0000139	0	10,391
057	8	16	BLDG RPR GEN INT	0000137	788	9,814
058	134	16	MECHANICAL RPL	0000046	0	2,029
059	12	08	VENT EXHAUST FAN RPL	0000031	0	966
060	16	08	DRAIN, WASTE RPL	0000076	0	14,460
061	16	08	PIPING SYS WTR RPL	0000075	0	8,762
062	14	08	DRAIN, WASTE RPL	0000061	0	14,460
063	14	08	PIPING SYS WTR RPL	0000060	0	10,479
064	20	16	FLOOR COVER RPL	0000083	0	1,878
065	12	16	FLOOR TILE RPL	0000016	0	5,572
					19,164	601,670
			Total for Year 1998			

Long Range Maintenance Planning
DC1 Prioritized Maintenance Action Plan
Year 1999

PRI	Facility	ICN	Description	Serial Number	Design Cost	Total Cost
066	14	08	FOUND RPR	0000158	0	1,211
067	15	04	DRAIN, WASTE RPL	0000055	0	15,652
068	15	04	PIPING SYS WTR RPL	0000054	0	14,786
069	14	08	DOORS EXT RPL	0000160	0	2,964
070	14	08	FIRE PORT SPRINKLER RPL	0000062	01,585	19,747
071	145	16	PIER DECK TOPSIDE RPR	0000115	0	1,042
072	1	13	CEILING RPL	0000092	6,042	75,296
073	1	13	CEILING RPL	0000090	0	29,361
074	16	08	VENT EXHAUST FANRPL	0000077	0	14,563
075	16	08	HEATING STM LINE RPL	0000074	2,610	32,522
076	14	08	HEATING STM LINE RPL	0000063	2,297	28,630
077	49	16	PAINT EXT	0000067	0	2,501
078	12	16	ROOF NDI SURVEY	0000023	0	1,777
079	14	08	WINDOW RPL	0000159	2,441	30,421
080	40	08	WINDOW RPL	0000107	0	2,548
081	18	16	HEATING GEN RPR	0000097	0	4,063
082	20	16	HVAC RPL	0000051	0	11,484
083	19	16	HVAC RPL	0000027	0	14,733
084	8	14	DOOR EXT RPL	0000141	865	10,782
085	13	17	ROOF RPL	0000033	4,808	59,909
086	18	16	ELECT SUBPANEL RPL	0000091	0	1,356
087	18	16	PLUMBING RPL	0000098	0	6,739
088	16	08	ROOF NDI SURVEY	0000131	0	1,237
089	8	14	FLOOR TILE RPL	0000143	0	4,663
090	1	13	PAINT INT	0000094	0	17,613
091	19	16	ELECT LIGHTING RPL	0000120	0	2,900
092	13	17	PLUMBING FIXTURES RPL	0000041	0	3,345
093	15	04	ROOF RPL	0000154	4,637	59,209
094	16	08	ELECT SUBPANEL RPL	0000149	0	4,174
095	16	08	ELECT MAIN PANEL RPL	0000148	0	14,577
096	8	14	PAINT EXT	0000142	0	8,762
097	15	04	HVAC RPL	0000057	0	36,041
098	8	14	HVAC RPL	0000011	1,066	16,234
099	15	04	ELECT SUBPANEL RPL	0000168	0	4,232
100	15	04	ELECT MAIN PANEL RPL	0000167	0	8,185
101	18	16	PAINT INT	0000102	0	6,507
102	49	16	DOORS EXT RPL	0000070	0	3,338
103	8	14	CEILING RPL	0000144	312	3,891
104	8	14	ELECT LIGHTING RPL	0000129	0	1,003
105	20	16	DOORS EXT RPL	0000084	0	6,065
106	1	13	VENT EXHUAST RPL	0000128	0	137,957
			Total for Year 1999		26,663	722,020

Long Range Maintenance Planning
DC1 Prioritized Maintenance Action Plan
Year 2000

PRI	Facility	ICN	Description	Serial Number	Design Cost	Total Cost
107	16	08	PLUMBING H/W RPL	0000072	0	374
108	134	16	PAINT INT	0000078	0	2,190
109	12	16	PAINT INT	0000015	0	7,891
110	25	16	WINDOW RPL	0000117	0	1,829
111	19	16	WINDOW RPL	0000114	1,769	22,047
112	13	17	ROOF NDI SURVEY	0000034	0	1,299
113	1	13	PAINT EXT	0000111	0	9,831
114	19	16	FLOOR COVER RPL	0000113	0	2,848
115	18	16	FLOOR COVER RPL	0000105	0	3,375
116	16	08	DOORS EXT RPL	0000136	3,038	37,037
117	18	16	PAINT EXT	0000101	0	3,304
118	134	16	PAINT EXT	0000047	0	1,303
119	12	16	PAINT EXT	0000014	0	4,765
120	15	04	ROOF NDI SURVEY	0000153	0	1,431
121	18	16	DOORS INT RPL	0000106	0	4,322
122	13	17	WALL INT RPR	0000036	0	1,360
123	16	08	WINDOW RPL	0000135	2,727	33,983
124	19	16	PLUMBING RPL	0000030	0	2,622
125	12	16	WALL INT RPR	0000017	0	2,263
126	8	14	PLUMBING RPL	0000013	0	24,984
127	134	16	ELECT MAIN PANEL RPL	0000071	0	1,400
128	1	13	FLOOR COVER RPL	0000096	4,092	50,971
129	15	04	ELECT LIGHTING RPL	0000169	888	11,633
130	16	08	ELECT LIGHTING RPL	0000150	1,321	17,316
131	13	17	PAINT INT	0000035	0	11,320
132	19	16	PAINT INT	0000112	0	1,952
133	49	16	PAINT INT	0000069	0	1,813
134	14	08	CEILING RPL	0000162	0	2,138
135	16	08	CEILING RPL	0000134	0	1,015
136	14	08	ROOF RPL	0000164	4,460	55,581
137	15	04	PLUMBING RPL	0000053	0	20,523
138	15	04	DOORS EXT RPL	0000155	1,318	16,420
139	16	08	PAINT INT	0000133	0	9,257
140	1	13	PAINT INT	0000093	0	111,123
141	25	16	PAINT EXT	0000116	0	1,873
142	20	16	PAINT EXT	0000085	0	1,414
143	14	08	ROOF NDI SURVEY	0000163	0	1,302
144	14	08	FLOOR COVER RPL	0000165	0	8,054
145	15	04	FLOOR COVER RPL	0000156	187	2,345
146	14	08	PAINT EXT	0000161	0	2,081
147	40	08	PAINT EXT	0000108	0	2,255
148	20	16	PAINT INT	0000086	0	1,596
149	15	04	PAINT INT	0000152	0	6,494
150	8	14	PAINT INT	0000145	0	9,752
151	13	17	PAINT EXT	0000037	0	1,033
152	25	16	PAINT INT	0000118	0	3,725
153	14	08	PAINT INT	0000166	0	4,995

			Total for Year 1998		19,800	528,439
			Total for All Years		83,156	2,512,437

NAVAL SOMEWHERE

SOMEWHERE, USA

DC-2 MAINTENANCE ACTION PLAN (MAP)

FACILITIES CONDITION ASSESSMENT PROGRAM

Long Range Maintenance Planning
DC2 Prioritized Maintenance Action Plan

PRI	Facility	ICN	Description	Serial Number	Design Cost	Total Cost
001	1	13	ROOF RPL	0000088	61,420	765,386
002	1	13	DRAIN, WASTE RPL	0000146	32,382	403,534
003	1	13	PIPING SYS WTR RPL	0000125	43,618	543,550
004	1	13	PIPING SYS WTR CHILL RPL	0000124	103,779	1,293,248
005	1	13	PIPING SYS STEAM RPL	0000122	32,909	410,097
006	1	13	HVAC RPL	0000126	81,060	996,666
007	1	13	ELECT SUBPANEL RPL	0000172	0	616,308
008	1	13	PLUMBING FIXTURES RPL	0000127	85,148	1,061,069
			Total		440,316	6,089,858

20. APPENDIX B ACCOUNTING DEFINITIONS

A. SUB-ACTIVITY GROUP (SAG) DEFINITIONS

AG/SAG SAG TITLE

***"C1/C1" SUPPORT TO CATEGORY 1 OPERATIONS**

Includes manpower authorizations, peculiar and support equipment, and the associated costs specifically identified and measurable to the support provided Category 1 operations such as:

(1) Support and augmentation of OCONUS activities.

(2) Augmentation/deployment of personnel to readiness platforms (Fleet, Fleet Hospital, Hospital Ship, Fleet Marine Force), backfill needs, and other DoD or Navy directed contingency and operational efforts.

***"C2/C2" READINESS PLANNING, EXERCISES, & TRNG**

Includes manpower authorizations, peculiar and support equipment, and the associated costs specifically identified and measurable to readiness planing/administration, exercises, education and training in support of the readiness mission.

"C5/RA" INJURY COMPENSATION

Includes reimbursements made to the Department of Labor for compensation and medical benefits paid to civilian employees of the Department of the Navy who sustain job related illness or injuries. Under Department of Labor billing procedures, the actual payment by Navy to Labor is made two years after the period in which the costs were incurred. Payment at the individual installation or activity level is essential to improve internal financial controls, to assure the accuracy of billings, and to encourage appropriate actions to be taken to minimize such costs.

"F4/FT" HAZARDOUS WASTE

Includes costs specifically identified and measurable to resources devoted it) hazardous waste management and disposal services; air pollution abatement and water quality management compliance costs. Includes the training of personnel that handle hazardous waste, development of contingency plans, and hazardous waste management plans, and the operation of facilities for storage, treatment or disposal of hazardous wastes. **Includes** obtaining necessary state and/or EPA permits to operate the facilities, groundwater monitoring to prove lack of contamination in cases of landfill disposal and surface impoundment, record keeping and reporting to states, EPA and Navy, payment to contractors with permits from states or the EPA for packaging. containerization, transportation, storage, treatment, or disposal of hazardous wastes.

"E4/FU" POLLUTION PREVENTION - HEALTH CARE

Includes costs specifically identified and measurable to resources to reduce or eliminate (rather than control or treat) the future impact that an operation may have on the environment through the source reduction of pollutants, more efficient us of natural resources recycling, and/or reduced emissions of toxic and other undesirable materials or wastes to the environment. Includes costs associated with certification of innovative technology; any laws, Executive Orders, or DOD policies on pollution prevention efforts installation level pollution prevention plans, assessments, equipment, and projects; initial acquisition of environment tally acceptable replacements for hazardous materials required to comply with pollution prevention standards; review and modification of standardized documents; personnel and office operations; and facility construction costs or maintenance costs primarily required to meet pollution goals.
Excludes research and development efforts; normal infrastructure maintenance and repair; activities funded in the Defense Business Operation Fund (DBOF); activities funded as part of a larger system acquisition program; base closure costs; and activities funded within Family Housing program elements.

"E4/FW" ENVIRONMENTAL CONSERVATION - HEALTH CARE

Includes costs specifically identified and measurable to resources devoted to protect or enhance natural and cultural resources, preserve access to improved and unimproved training areas, and make necessary repairs to minimize erosion and otherwise rehabilitate DOD lands and waters. Includes the costs for studies and surveys; management costs; permits for use of natural and cultural resources; certification of innovative technology; design, construction, maintenance or repair costs required to restore, improve or maintain natural or cultural resources; and supplies and equipment required to carry out applicable natural and cultural resources management activities. Excludes Base Closure costs associated with these programs; normal maintenance required for appearance, including landscaping; and activities funded in the Defense Business Operations Fund (DBOF).

"E4/FX" SHORE ENVIRONMENTAL PROTECTION

Includes costs specifically identified and measurable to resources for environmental costs currently (prior to FY 91) funded in base operations support, to include environmental engineering management, permits, fees, fines litigation, engineering studies (including NEPA documentation). and minor alterations to facilities and equipment not centrally funded. Excludes routine costs associated with utility operations and maintenance, such as sewage or water treatment plants.

"E4/Q6" ENVIRONMENTAL RESTORATION

Includes costs specifically identified and measurable to resources for providing support for the identification, investigation, and clean up of contamination from hazardous substances and wastes; correction of other environmental insults; demolition and removal of unsafe and/or unsightly buildings and structures; debris removals and improvements, in hazardous waste disposal operations Program currently consist of two elements: Installation Restoration Program (IRP) and Other Hazardous Waste (OHW) operations

"E4/RX" ENVIRONMENTAL PROTECTION PROJECTS

Includes costs specifically identified and measurable to resources devoted to correct environmental deficiencies under established public laws. Assists activities in meeting regulatory compliance deadlines in order to avoid notice of violations which could impact facility operations. Includes identification of deficiencies, development of technical solutions, technical services to field activities, and funding for compliance oriented projects includes, but are not limited to; replacement of PCB transformers, construction of hazardous waste/material storage facilities, removal or permanent closure of non-leaking abandoned underground storage tanks (UST's), initial UST tightness testing, initial installation of leak detection corrosion protection, spill overflow protection systems for UST's, upgrading of incinerators, and permanent mitigation projects to correct lead in drinking water violations.

"F3/FC" OPERATION OF UTILITIES

Includes costs specifically identified and measurable to resources devoted to the procurement, production, and distribution of utilities. The expenses include purchased electrical energy, operation of electric generating plants and distribution systems, purchased steam and hot water, operation of heating plants and distribution systems including fuels, purchased water, operation of water plants and systems, sewage and waste systems, operation of air conditioning and refrigeration plants, other purchased utilities and operation of utility systems such as gas distribution systems and organic support.

"F3/FD" OTHER ENGINEERING SUPPORT

Includes costs specifically identified and measurable to resources devoted to miscellaneous base support functions such as: related administration, fire protection, custodial services (non medical, non dental facilities), entomology services (non medical, non dental facilities), refuse collection and disposal (excluding hazardous waste), snow and ice removal, demolition of real property, rentals, easements, and leases of real property excluding payments to GSA and refrigeration plants, other purchased utilities and operation of utility systems such as gas distribution systems and organic support.

"F3/FE" PAYMENTS TO GSA

Includes costs specifically identified and measurable to resources devoted to reimburse the General Services Administration in accordance with Public Buildings Amendment Act of 1972 (P.L, 92 313) which requires a user's service charge payment to GSA for occupied space. Includes costs and associated administrative expenses.

"F3/FF" ADMINISTRATION

Includes costs specifically identified and measurable to resources devoted to shore based support functions of administration and command; management engineering and industrial management; comptroller services; civilian manpower management; military personnel management; administrative office services, word processing, dependent schools; personnel planning functions, miscellaneous services and functions; support groups/units assigned to those functions. Also provides for shore base activation

"F3/FG" **RETAIL SUPPLY OPERATIONS**

Includes costs specifically identified and measurable to resources devoted to shore based support supply activities, procurement operations (non health care service contracting) and storage and warehousing operations. **Excludes** supply wholesale and depot operations except the overhead costs for supply depot operations included in the appropriate area of real property maintenance, administration, maintenance of installation equipment, other base services, personnel support, MWR, BOQs/BEQs, base comm. and ADP services included in appropriate codes.

"F3/FJ" **BACHELOR HOUSING OPERATIONS & FURNISHINGS**

Includes costs specifically identified and measurable to resources for shore base support and operation of barracks, personnel housing, BOQs/BEQs and purchase and maintenance of personnel support equipment for the above. **Excludes** family housing.

"F3/FK" **OTHER PERSONNEL SUPPORT**

Includes costs specifically identified and measurable to resources for shore base support functions associated with personnel support (except bachelor housing, morale, welfare, and recreation, and commissaries); laundry and dry cleaning; chaplain activities; messes; and resale activities

"F3/FL" **MORALE, WELFARE, AND RECREATION**

Includes costs specifically identified and measurable to resources for special services; personnel support equipment (MWR only); libraries, clubs and messes, military and civilian general recreation and other membership associations.

"F3/FN" **BASE COMMUNICATIONS**

Includes costs specifically identified and measurable to resources devoted to base-level communications for Navy health care facilities to include base telephones, industrial security networks, crash networks, and paging networks providing support to the base where located. **Excludes** industrial funded systems or those operational telecommunications activities ashore directly supporting the fleet operation forces.

"F3/FR" **OTHER BASE SERVICES**

Includes costs specifically identified and measurable to resources devoted to shore based support functions including the operation and maintenance of non medical vehicles and vehicle transportation operation and maintenance of other transportation equipment, transportation equipment rentals; other operating costs, overhead operation and maintenance, air operations, other base services, port service and operations; facility training (excludes troop training and tactical exercises and training outline in SAG "MA"), process shops, surplus property, and lumber and timber management. **Excludes** installation communications.

"F3/FV" **PHYSICAL SECURITY**

Includes costs specifically identified and measurable to resources for protection of personnel and tile security upgrade of facilities and installations. Provides funding to prevent, delay, and deter unauthorized access to equipment, facilities, material, and documents and safeguard them against terrorism, sabotage, vandalism, and theft.

"F3/V2" AUDIOVISUAL/VISUAL INFORMATION

Includes costs specifically identified and measurable to resources for the following functions when supporting base operations versus direct mission support audiovisual management, contract monitoring, administration, library distribution, records, commercial leasing of audiovisual facilities, equipment replacement, and expansion, production, and services.

"F4/FA" MAINTENANCE & REPAIR OF REAL PROPERTY

Includes costs specifically identified and measurable to resources devoted to maintenance and repair which can be accomplished with the approval authority of the activity commanding officer and that maintenance and repair which requires approval at a level above the activity commanding officer. Maintenance and repair of real property, i.e. buildings, other facilities, pavements (roads, parking areas, helipads, etc.), land, and grounds. Includes such things as repair of electrical circuitry, heating and air conditioning, water piping, and routine maintenance work such as caulking, painting, etc., in support of medical facilities and other with a primary mission of health care. **Excludes** Navy fleet hospitals and Navy fleet hospital storage facilities.

"F4/FB" MINOR CONSTRUCTION

Includes costs specifically identified and measurable to resources devoted to minor construction which can be accomplished with the approval authority of the activity commanding officer and that minor construction which requires approval at a level above the activity commanding officer. Minor construction costing less than the statutory maximum amount established by section 2805 of title 10 U.S.C. in support of medical facilities and others with a primary mission of health care. **Excludes** Navy fleet hospitals and Navy fleet hospital storage facilities.

"LB/LN" OTHER PERSONNEL SUPP-CARE OF THE DEAD

Includes costs specifically identified and measurable to the recovery, preparation, encasement, transportation, funeral, and burial of deceased personnel, escort service when applicable, and memorial services when remains are non recoverable. Also includes transportation of the remains of retired members who die in service medical facilities to their homes. Other Navy beneficiaries and indigent patients who die in Naval Hospitals, U.S. civilian employees of humanitarian agencies are supported on a reimbursable basis.

"LB/LR" OTHER PERSONNEL SUPP-CHILD DEVELOPMENT

Includes costs specifically identified and measurable to resources devoted to the intellectual, social, emotional and physical development of children. The primary sources are child development centers and family child care/family day care homes which are government quarters, owned or leases.

"LV/EP" MANAGENTENT HEADQUARTERS - CMD & ADMIN

Includes costs specifically identified and measurable to resources devoted to the operation of headquarters functions.

B. FUNCTIONAL CATEGORY (FC) DEFINITIONS

FC FC Title

JL National Disaster Medical System - Includes expenses and gross adjusted obligations incurred in planning, administration, and conducting NDMS area exercises to test and critique the metropolitan area operations plan to include the development and/or maintenance of joint-Federal operations plans; recruitment, establishment, and maintenance of memoranda of understanding with local hospitals for participation in NDMS; maintenance of liaison activities with civilian agencies; design, development, and maintenance of Military Patient Administration Teams; and coordination of area NDMS continuing education modules. To be used by BUMED (Claimancy 18) activities.

JM OCONUS Disaster/Humanitarian - Includes expenses and gross adjusted obligations incur-red in participation in OCONUS disaster and humanitarian efforts. To be used by BUMED (Claimancy 18) activities.

JN Deployment Planning and Administration - Includes expensed and gross adjusted obligations incurred in planning and administration of individual or unit deployment requirements, to include security clearance, immunizations, preparation of orders, transportation coordination, deployment briefings, ID tags, Geneva ID cards, clothing and equipment issue. To be used by BUMED (Claimancy 18) activities.

JZ Reimbursable Costs - Includes all expense billable to another appropriation, allotment, or activity.

LA Base Communications, Shore Activities - Includes resources at telecommunications centers supporting a base complex and base telephones, industrial security networks, crash networks, paging networks, etc., providing support to the base where located. Excludes operating forces (included under subfunctional category code C2) and industrially funded systems. Includes such systems as walkie-talkies, two-way radios, internal communications systems, etc. Manpower using these systems will not be reported as communications resources, unless their primary function is to maintain communications system, i.e., telephone operators, dispatchers, repairmen, etc. Resources will not be rationed; only resources predominantly supporting base communications will be reported.

L1 Base Services, General - Includes expenses for such other base services as meet the criteria for the base service functional category and are not specifically covered by one of the special base services subfunctional categories in this subparagraph.

L7 Operation and Maintenance of Transportation Equipment - Includes expenses specially identified and measurable to rental of vehicles to Government agencies; the maintenance and operation activity-owned vehicular and other related equipment; the cost of chauffeurs/drivers, and trainmen whose time is not charged to other subfunctional categories; cost of charter/rental of passenger-carrying vehicles from commercial sources; and the running cost of commercially rented passenger-carrying vehicles.

LZ Reimbursable Costs - Includes all expense billable to another appropriation, allotment, or activity.

M1 Recurring Maintenance - Includes expenses specifically identified and measurable to maintenance and repair which can be accomplished within the approval authority of the activity commanding officer as defined in the current series of OPNAVINST

P11010.20.

M2 Nonrecurring Maintenance - Includes expenses specifically identified and measurable to maintenance and repair which require approval at a level above the activity commanding officer. The approval requirements are delineated in the current series of OPNAVINST P11010.20.

MZ Reimbursable Costs - Includes those expenses incurred I-or customers for recurring or nonrecurring maintenance functions as defined in subfunctional category codes MI and M2.

N1 Operation of Utilities - Utility Operations includes the expense for procurement or production and distribution of utilities. These expenses include: 1) purchased electrical energy; 2) operation of electric generating plants and distribution systems- 3) purchased steam and hot water; 4) operation of heating plants and distribution system, including fuels; 5) purchased water; 6) operation if water plants and systems and sewage and waste system; 7) operation of air-conditioning and refrigeration plants; 8) other purchased utilities and operation of the utility system, such as gas distribution system & organic support.

NZ Reimbursable Costs - Includes all expenses billable to another appropriation, allotment, or activity.

P1 General Engineering Support - Includes those expenses specifically identified and measurable to overall public works administration and engineering functions. Expenses related to this subfunction are identified by the 9100, 9200, and 9300 series of cost account codes, except for account 9130 which will be used only with subfunctional category code PZ.

P5 Technical Engineering Programs - Includes expense of contractual procurement of engineering investigation, facilities planning studies (including master plans), and maintenance inspection of radio towers. Also includes expense of special technical engineering programs; cost of construction, operation, maintenance, and repair of Antarctic facilities supporting the DEEP FREEZE Program; cost of design, development, and application of nuclear power ashore; and cost of the Defense Standardization Program.

PZ Reimbursable Costs - Includes expense for those functions covered in subfunctional categories PI and P4 for customers. Cost account code 9100 through 9360 and MIOO through M900 apply.

R1 Minor Construction - Includes expenses specifically identified and measurable to minor construction which can be accomplished within the approval authority of the activity commanding officer as defined in the current series of OPNAVINST
P11010. 20.

R2 Minor Construction - Includes expenses specially identified and measurable to minor construction which requires approval at a level above the activity commanding officer as defined in the current series of OPNAVINST P11010.20.

RZ Reimbursable Costs - Includes all expenses billable to another appropriation, allotment, or activity.

S1 Personnel Support - Includes expenses for the operation and related administration of: 1) food services, such as messes, ration distribution points, bakeries, kitchens, and meat processing facilities; 2) personnel housing, such as

barracks and bachelors officers' quarters; 3) welfare and recreation activities, such as chaplain activities, libraries, service clubs, theaters, Armed Forces radio and television facilities, bands, newspapers, sports, crafts, and education centers; 4) sales activities, such as commissaries, exchanges, ship's stores, and clothing sales stores; 5) laundry and dry cleaning facilities; 6) initial procurement, repair, and replacement of furniture and furnishings; 7) human relation projects when not otherwise identifiable to other functional categories.

SZ **Reimbursable Costs** - Includes all expenses billable to another appropriation, allotment, or activity.

V1 **Automatic Data Processing Support** - Includes expenses specifically identified to ADP functions for cost applicable to activities whose primary mission is non-ADP related. Includes ADP cost relative to equipment rental/maintenance; software purchases, development and maintenance; salaries, supplies, purchased services and travel.

VZ **Reimbursable Costs** - Includes all expenses billable to another appropriation, allotment or activity for ADP work performed by an activity whose primary mission is non-ADP related.

W3 **Automated Information Systems Management Headquarters** - Includes expenses specifically identified with the management of Automated Information Systems by headquarters commands.

W4 **Automated Information Systems Activities** - Includes expenses specifically identified to activities whose primary mission is designing, coding, testing, documenting and subsequently maintaining computer operation or applications software on a centralized basis for distribution to and utilization by more than one data processing activity. Where foregoing-functions are not the primary mission of an activity the costs will be recorded in functional category V.

YM **Safety** - Includes expenses and gross adjusted obligations specifically identified and measurable to the salaries, supplies, equipment and services necessary to detect and correct safety hazards, including the issuance of personnel protective clothing and devices. Excludes alterations necessary to correct safety deficiencies. To be used only by BUMED (Claimancy 18) activities.

YN **Janitorial** - Includes expenses and gross adjusted obligations specifically identified and measurable to the salaries, supplies, equipment and services required to perform the janitorial functions at medical centers, hospitals, and branch dispensaries. To be used only by BUMED (Claimancy 18) activities.

YP **Purchased Civilian Health Care (Supplemental Care)** - Includes expenses and gross adjusted obligations specifically identified and measurable to the costs of professional and personal services required for proper care and treatment of patients referred to civilian sources. Medical management of the patient is retained. To be used by BUMED (Claimancy 18) activities only.

YQ **Special Bureau-Designated Programs** - Includes expenses and gross adjusted obligations specifically identified and measurable to programs that are BUMED directed, special interest and non-recurring in nature. The cost of these program operations is not to be expensed to any other program area. To be used by BUMED (Claimancy 18) activities only.

YR **Other Operations** - Includes expenses and gross obligations for any BUMED-managed activity function that cannot be readily applied to other functional/subfunctional categories. To be used by BUMED (Claimancy 18) activities only.

YS **Healthcare Administration** - Includes expenses and gross adjusted obligations specifically identified and measurable to the salaries, supplies, equipment and services required to provide the health care administration function at MTFs and DTFS. To be used only by BUMED (Claimancy 18) activities.

YT **Purchased Veterans Administration Health Care** - Includes expenses and gross adjusted obligations specifically identified and measurable to the costs of inpatient and outpatient care obtained from Veterans Administration sources. Does not include costs of purchased supplemental ancillary services obtained for the patient by the MTF. (These services are charged to the benefiting SFC.) To be used by BUMED (Claimancy 18) activities only.

YU **Inpatient Care** - Includes expenses and gross adjusted obligations specifically identified and measurable to the salaries, supplies, equipment and purchased services required to provide inpatient medical care to authorized beneficiaries. To be used by BUMED (Claimancy 18) activities only.

YV **Ambulatory Care** - Includes expenses and gross adjusted obligations specifically identified and measurable to the salaries, supplies, equipment and purchased services required to provide ambulatory medical care to authorized beneficiaries. To be used by BUMED (Claimancy 18) activities only.

YW **NAVCARE Clinics** - includes expenses and gross adjusted obligations specially identified to the contractual costs of obtaining medical services in walk-in medical clinics operated by civilian health care companies. To be used by BUMED (Claimancy 18) activities only.

YX **Managed Care Program** - Includes expenses and obligations identifiable to programs that support coordinated care initiatives. To be used by BUMED (Claimancy 18) activities only.

YY **CHAMPUS Recapture Program** - Includes expenses and gross adjusted obligations identified for operation of Alternate Use of CHAMPUS projects designed o recapture CHAMPUS workload to the direct health care system. To be used by BUMED (Claimancy 18) activities only.

YZ **Reimbursable Costs** - Includes all expenses billable to another appropriation, allotment, or activity. To be used by BUMED (Claimancy 18) activities only.

C. EXPENSE ELEMENT CODES

Code	Description
A	Military Personnel-Includes the cost of the services of active force military personnel computed at the standard rates. Excludes the cost of trainees and unassigned personnel.
B	Military Trainees-Includes the standard rate cost of officers, cadets, midshipmen, and enlisted personnel (including recruits) undergoing permanent change-of-station training at a service or civilian school, training center, industrial concern, or similar organization, and who are assigned to student detachments (for workload purpose, work units will include all students, regardless of source) (for use only by the Bureau of Naval Personnel and Headquarters, U.S. Marine Corps).
C	Military Personnel Unassigned-Includes the standard rate cost of patients, prisoners, and other military personnel not identifiable with a specific function and not otherwise accounted for, such as personnel AWOL or missing for 30 days or more and personnel awaiting separation or duty assignment regardless of where located (for use only by the Bureau of Naval Personnel and Headquarters, U.S. Marine Corps).
D	Purchased Equipment Maintenance (Intra-DOD)-Includes cost of purchased maintenance, overhauls, restricted and technical availabilities of ships, overhauls and progressive aircraft reworks (PAR's), and rework and repair of equipment, vehicles, and tanks when purchased from organizations within the Department of Defense.
E	Travel of Personnel-Includes the cost of travel and transportation of personnel as defined for object class 21. Includes transportation such as commercial transportation charges, rental of passenger-carrying vehicles, mileage allowances and tolls, subsistence for travelers such as per them allowances, and incidental travel expenses such as baggage transfer and telephone expenses. Also includes per them allowances of a civilian traveler and immediate family and round trip expenses of transportation to seek permanent residence quarters incident to permanent transfer or reemployment. Travel costs will be costed to the cost account for which the travel is performed (see par. 075164 for funding policy concerning permanent change-of-station (PCS) expenses).
F	Transportation of Things, Military Airlift Command-Includes the cost of transportation of things as defined for object class 22 when shipment is made via Military Airlift Command.
G	Transportation of Things, Commercial Air-Includes the cost of transportation of things as defined for object class 22 when shipment is made via commercial air. Excludes shipments made via contract hire aircraft (QUICKTRANS).
H	Transportation of Things, Military Sealift Command-Includes the cost of transportation of things as defined for object class 22 when shipment is via MSC.
I	Transportation of Things, Inland Transportation-Includes the cost of transportation of things as defined for object class 22 when inland shipment is via rail, truck, or other inland transportation.
K	Transportation of Things, QUICKTRANS-Includes the cost of transportation of things as defined for object class 22 when shipment is via commercial contract hire aircraft.
L	Transportation of Things, Other-Includes the cost of transportation of things as defined for object class 22 when shipment is not covered by one of the types of shipment described for expense element codes F through K.
M	Utilities and Rents-Includes the cost of heat, power, water, gas, electricity, and other utility services except transportation and communication services. Includes the cost of rents of land, structures, and

equipment (other than transportation equipment). Corresponds to the utilities and rents portion of object class 23.

N Communications-Includes the cost of communications as defined for that portion of object class 23 identified as communications services. Includes charges for the transmission of messages from place to place, contractual telephone and teletype service, postage (other than parcel post), rental of post office boxes, and telephone installation charges.

O Service Transfers, Unfunded-This element of expense will be used to accumulate the unfunded (military personnel services) charges and credits made within the same operating budget. Includes charges and credits resulting from functional category transfers, cost center transfers, and application or distribution. The net total of this element of expense for the operating budget will be zero. A worksheet should be prepared to ensure that the benefiting job orders and expense element code. O are charged and offset by credits to the applicable job order and expense element code O. The net result by "expense element" will be zero.

P Purchased Equipment Maintenance (Commercial)-Includes cost of purchased maintenance, overhauls, restricted and technical availabilities of ships; overhauls and progressive aircraft reworks (PAR's); and rework and repair of equipment, vehicles, and tanks when purchased from commercial sources or organizations outside the Department of Defense.

Q Purchased Services, Other-Includes the cost of other services as defined for object class 25 except for purchased equipment maintenance as prescribed in expense element code P. Also includes storage of household goods incident to permanent transfer or reemployment.

R Aircraft POL-Includes the cost of propulsion petroleum and interrelated additives and lubricants consumed by aircraft in flight operations (excludes POL consumed during maintenance).

S Ship POL-Includes the cost of propulsion petroleum and interrelated additives and lubricants consumed by ships and service craft assigned to ships.

T Supplies-Includes the cost of all other consumable items as defined in object class 26, supplies and material (see par. 026002) except for those included in expense elements R, S, and V for fuel. Also included is aircraft POL consumed during maintenance and the cost of O&M funded end items of equipment having a useful life of less than I year. (To be effective 30 March 1985).

T Supplies-includes the cost of all consumable items as defined for object class 26 (also includes aircraft POL consumed during maintenance and the cost of O&M funded end items of equipment having a useful life of less than 1 year) except those included under expense elements R, S, and V for fuel and expense element 2 for NSA 7R Cog Aviation Depot Level Repairable (AVDLR) material. (To be effective beginning I April 1985).

U Civilian Personnel-Includes the cost of the services of civilian personnel as defined for object classes 11, 12, and 13. Includes personnel compensation, such as regular salaries and wages, additional compensation such overtime pay, severance pay, incentive awards, special and miscellaneous payment for personal services such as commissions and fees, and payments made to other agencies for services of employees on reimbursable detail; personnel benefits, such as allowances to employees and payments to other funds such as the retirement fund; and benefits for former personnel. Also includes estate costs, subsistence of traveler and immediate family while occupying temporary quarters, and allowance for miscellaneous moving expenses incident to permanent transfer or reemployment.

V Other POL-Includes the cost of petroleum, oil and lubricants used for other than aircraft or ship propulsion, such as fuel used in heating, generating power, making artificial gas, operating motor vehicles, operating powered materials-handling equipment, labor-saving devices, and service craft assigned to commands and staffs, special combat forces and shore stations.

*W FY 1988-Equipment. Includes the cost of end-items of equipment defined in object class 3 1, Equipment (par. 026002) purchased with O&M funds. Includes plant property classes 3 and 4 (equipment and industrial plant equipment respectively) with a unit cost between $5,000 and $14,999.99, and those items costing in excess of $15,000 which qualify for O&M financing (Navy Stock Account issues or standard items; i.e., items listed in the Management List-Navy, not carried but authorized for local purchase). Also includes minor property with a unit value of less than $5,000 and other plant property equipment items listed in pars. 036301-4 or 036401-2 excluded from plant property reporting.

FY 1987-Equipment. Includes the cost of end-items of equipment defined in object class 31 Equipment (par. 026002) purchased with O&M funds. includes minor property with a unit cost of less than $5,000 and other plant property equipment items listed in pars. 036301-4 or 036401-2 excluded from plant property reporting. Also includes those items costing in excess of $5,000 which qualify for O&M financing (Navy Stock Account issues or standard items-, i.e., items listed in the Management List Navy, not carried but authorized for local purchase).

FY 1986-Equipment. Includes the cost of end-items of equipment defined in object class 31 Equipment (par. 026002) purchased with O&M funds. Includes plant property classes 3 and 4 (equipment and industrial plant equipment respectively) with a unit cost between $1,000 and $2,999.99, and those items costing in excess of $3,000 which qualify for O&M financing (Navy Stock Account issues or standard items; i.e., items listed in the Management List-Navy, not carried but authorized for local purchase). Also includes minor property with a unit value of less than $1,000 and other plant property equipment items listed in pars. 036301-4 or 036401-2 excluded from plant property reporting.

X Other Expense-Includes the cost of types of resources not otherwise provided for, such as investments and loans, grants, subsidies, and contributions, insurance claims and indemnities, interest and dividends, payments in lieu of taxes, incentive awards for military personnel, and other insignificant costs, i.e., costs which do not exceed one-tenth of I percent of the total activity budget, or $500, whichever is greater.

Y Printing and Reproduction-Includes the cost of contractual printing and reproduction work (such as work done on printing presses, lithographing, and other duplicating), related binding operations, photostating, blueprinting, photography, and microfilming.

Z Service Transfers, Funded-This element of expense will be used to accumulate the funded (other than military personnel services) charges and credits made within the same operating budget. Includes charges and credits resulting from functional category transfers, cost center transfers, and overhead applications or distributions. The net total of the element of expense for the operating budget will be zero. A worksheet should be prepared to ensure that the benefiting job orders and expense element code Z are charged and offset by credits to the applicable job order and expense element code Z. The net result by "expense element" will be zero.

2 Aviation Depot Level Repairable (AVDLR)-Includes the cost of all NSA 7R Cog Aviation Depot Level Repairable (AVDLR) material. (To be effective beginning I April 1985).

21. APPENDIX C UNIFORM CONTRACT FORMAT SECTION C

PART I - THE SCHEDULE

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATMONT

TABLE OF CONTENTS

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

NOTE TO SPECIFICATION WRITER: *This section is provided only to illustrate a suggested general format for the technical specifications, Section C. NAVFAC Guide Performance Work Statements (GPWSS) are available that provide detailed example specifications for a number of technical/functional areas, such as custodial, grounds maintenance, and pest control services. Copies of GPWS's may be obtained from each of the NAVFAC Engineering Field Divisions.*

Note that a number of paragraphs included in Section C were formally included in other Sections of the NAVFAC Uniform Contract Format Guide.

NOTE TO SPECIFICATION WRITER: *The GENERAL REQUIREMENTS paragraph defines the overall scope of the contract. It should be carefully written so that if additional work is required, the contract can be modified by an in scope modification.*

C.1 GENERAL REOUIREMENTS

(1) The Contractor shall furnish all labor, management, supervision, tools, materials, equipment, incidental engineering, and transportation necessary to maintain and repair family housing units and associated utility systems, household equipment, appliances, land areas, and other related real property and facilities in accordance with the contract requirements. Attachment J-C- describes the facilities to be maintained in this contract.

(2) The Contractor shall provide services for the following functions: (ex)

PARAGRAPH	FUNCTION
C7	Service call work
CB	Preventive maintenance of equipment
C9	Change of occupancy maintenance

a. **Regular Working Hours.** The Government's regular (normal) working hours are from 0730 to 1630 Mondays through Fridays except (a) federal holidays and (b) other days specifically designated by the Contracting Officer.

(1) **Federal Holidays.** New Year's Day, Martin Luther Kind, Jr. Day, Presidents Day, Memorial Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

C.2 DEFINITIONS - TECHNICAL

NOTE TO SPECIFICATION WRITER: *The DEFINITIONS-TECHNICAL paragraph contains definitions associated with Section C. Definitions should be inserted in alphabetical order. Avoid using acronyms, terms, or titles in Section C which are not identified and defined in this paragraph. Definitions provided herein are not all inclusive and other definitions may be included. Additional definitions can be found in the "DEFINITIONS" clause in Section I.*

1. Alteration. The work required to adjust interior arrangements, on-base locations, or other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose; categorized as construction.

2. Construction. The erection, installation or assembly of a new real property facility; the addition, expansion, extension, alteration, conversion or replacement of an existing real property facility; or the relocation of a real property facility; including demolition of facility(ies) to be replaced, supporting utilities, roads, parking lot, equipment installed in and made a part of such facilities, related site preparation, excavation, filling and landscaping, or other land improvements.

3. Construction Equipment. All mechanical equipment used in the construction, alteration or repair of buildings, bridges, roads or other kinds of real property and includes, but is not limited to, road rollers, wheel mounted backhoes and loaders, hydraulic excavators, trenchers, plows, street sweepers and brooms, dump trucks, equipment hauling trailers, line striping equipment, brush chippers, portable pumps, air compressors and welders, and mobile weight handling equipment (cranes).

4. Contractor. The term Contractor refers to both the prime Contractor and subcontractors. The prime Contractor shall ensure

that his/her subcontractors comply with the provisions of this contract.

5. Contract Discrepancy Report (CDR). A report, sent by the Government to the Contractor which the contractor is required to complete when performance is unsatisfactory. The CDR requires the Contractor to explain to the Contracting officer, in writing within 10 calendar days, why performance is unsatisfactory, how performance shall be returned to satisfactory levels, and how recurrence of the problem shall be prevented in the future.

6. Contractor Representative. A person(s) designated by the Contractor to be his/her authorized representative. One such person shall serve as the Government's principal point of contact.

7. Davis-Bacon Act (DBA) Work. All individual maintenance and repair jobs equal to or exceeding 32 work hours; all painting work equal to or exceeding 200 square feet in area, change of occupancy work within housing maintenance, boiler overhauls, and individual maintenance and repair jobs in combination with construction and alteration work or with painting equal to or exceeding 200 square feet.

8. Engineered Performance Standards (EPS). A job estimating system developed for the Department of Defense. EPS is the average time necessary for a qualified craftsman working at a normal pace, following acceptable trade methods, receiving capable supervision, and experiencing normal delays to perform defined amounts of work of a specified quality. EPS handbooks are available in electronic format from Naval Facilities Engineering Command Engineering Field Divisions. Attachment J-E- contains a list of available EPS handbooks.

9. Facilities. Industrial property for production, maintenance, research, development, or testing, including real property and rights, therein, buildings, structures, improvements, and built in equipment.

10. Frequency of Service. Unless otherwise noted, services designated with the following frequencies shall be performed at intervals specified:

a. Annual (A). Services performed once during each 12 month period of the contract at intervals of 335 to 395 days.

b. Semi-Annual (SA). Services performed twice during each 12 month period of the contract at intervals of 160 to 200 calendar days.

c. Biennial (EA). services performed once every 2 years on a date or during the month specified.

d. Quarterly (Q). Services performed 4 times during each 12 month period of the contract at intervals of 80 to 100 calendar days.

e. Monthly (m). Services performed 12 times during each 12 month period of the contract at intervals of 28 to 31 calendar days.

f. Bimonthly (Bm). Services performed 6 times during each 12 month period of the contract at intervals of 58 to 63 days.

g. weekly (W). services performed 52 times during each 12 month period of the contract at intervals of 6 to 8 days.

h. Biweekly (BW). Services performed 26 times during each 12 month period of the contract at intervals of 13 to 15 days.

i. Daily (D). Services performed 261 times during each 12 month period of the contract, once each day, Monday through Friday, including holidays unless otherwise noted.

11. Maintenance. Recurring, day-to day, periodic or scheduled work required to preserve or restore a real property facility to such a condition that it may be effectively utilized for its designated purpose; work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

12. Performance Requirements Summary (PRS) A tabular summary of contract requirements itemized by work requirements (tasks), weight, standards of performance, and MADR which is used by the Government to assess monthly Contractor performance and is the primary basis for deducting for partially performed, unsatisfactorily performed and non-performed work. See attachment J.

13. Quality Assurance (OA) Program. A program implemented by the Government to evaluate the output quality and responsiveness of the Contractor to ensure that the Government receives the services for which public funds are expended. It is emphasized that the

governments quality assurance program is not a substitute for the quality control program implemented and administered by the Contractor.

14. Quality Assurance Evaluator (OAE). The Government employee designated by the Contracting Officer to be responsible for the monitoring of Contractor performance.

C.3 **GOVERNMENT FURNISHED PROPERTY, MATERIALS AND SERVICES**

NOTE TO SPECIFICATION WRITER: *Government furnished property may include real property or personal property. The specification writer must clearly identify Government furnished facilities, equipment, and material, if any, and provide detailed listings in Section J. Ensure that NAVFAC clause 5252.245 9300 in Section I is properly completed.*

C.3.1 General
In accordance with NAVFAC 5252.245-9300, "GOVERNMENT FURNISHED PROPERTY, MATERIALS AND SERVICES (DEC 94)" clause, Section 1, the Government will furnish or make available to the Contractor certain Government owned facilities, equipment, materials, and utilities for use in connection with this contract.

a. Government Furnished Facilities. The Government will furnish or make available to the Contractor the facilities described in Attachment J-C__.

b. Government Furnished Equipment. The Government will furnish or make available to the Contractor the tools and equipment listed in Attachment J-C__.

c. Government Furnished material. The Government will furnish or make available the material described in Attachment J-C__ to the Contractor.

d. Availability of Utilities. The Government will furnish utility services as specified in NAVFAC 5252.245 9300, "GOVERNMENT FURNISHED PROPERTY, MATERIALS AND SERVICES (DEC 94)" clause, Section I.

C.4 **CONTRACTOR FURNISHED ITEMS**

C.4.1 **General**

Except for items listed in paragraph C3.1, the Contractor shall provide all facilities, equipment, materials, and services to perform the requirements of this contract.

a. **Materials.** The Contractor shall provide new or factory reconditioned parts and components when providing maintenance and repair services as described herein. All replacement units, parts, components and materials to be used in the maintenance, repair, and alteration of facilities and equipment shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; shall comply with applicable Government, commercial, or industrial standards such as National Board of Underwriters or Underwriters-Laboratories, Inc., National Board of Fire Underwriters, National Electrical Manufacturer's Association, American Society of Mechanical Engineers, etc; shall conform to the applicable specifications listed in Attachment J-C__ and the technical specifications, Section C; and used in accordance with original design and manufacturer intent. Items not listed in Attachment J-C__ or technical specifications shall be of acceptable industrial grade and quality. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality.

C. 5 TECHNICAL REQUIREMENTS

NOTE TO SPECIFICATION WRITER: *Include general and specific technical requirements for each of the services included in the contract, such as "REQUIREMENTS FOR SERVICE CALL WORK", "GRASS CUTTING", etc. Examples of technical requirements may be found in the NAVFAC GPWSs for a number of different functional areas. The following format may be used in organizing each technical functional requirement.*

C.5.1 GENERAL REQUIREMENTS

C.5.2 DEFINITIONS

C.5.3 GOVERNMENT FURNISHED ITEMS

C.5.4 CONTRACTOR FURNISHED ITEMS

C.5.5 FIXED PRICE WORK

C.5.6 INDEFINITE QUANTITY WORK

C.5.7 RECORDS AND REPORTS

C.6.7 TECHNICAL RE UIREMENT.

C.8 GENERAL ADMINISTRATIVE REQUIREMENTS.

NOTE TO SPECIFICATION WRITER: *The following includes miscellaneous administrative requirements that should be included in all NAVFAC facilities support service contracts. Additional administrative requirements may be added if necessary.*

C.8.1 Directives

Applicable Department of Defense (DOD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, and regulations are listed in Attachment J-C__.

C.8.2 Submittals.

(1) The Contractor shall submit certificates of compliance, manufacturers descriptive data, and product samples for those items specified in paragraph 2 of Attachment J-C__. Such submittals shall be made to the Contracting Officer within 15 calendar days after award of the contract.

(2)Certificates of compliance shall be obtained from material manufacturers attesting that materials meet the requirements specified in Attachment J-C__ .

(3)Manufacturer's descriptive data shall include the name of the manufacturer, model number or other identifying information, catalog cut, and other identifying data and information describing the performance, capacity, rating, and application/installation instructions which clearly illustrate that the proposed item meets the applicable standards specified in Attachment J-C__.

(4)Product samples shall include a sufficient quantity of material to allow for complete analysis and evaluation by the Government.

C.8.3 Station Regulations

a. The Contractor and his employees shall become acquainted with and obey all Government regulations as posted, or as requested by the Contracting Officer. See Attachment J-C__.

b. The Contractor shall participate actively in the activity energy conservation program. The Contractor shall comply with the base energy conservation program and shall become familiar with *(insert activity energy conservation instruction number*). The contractor superintendent shall represent the Contractor's interests at all meetings of the activity's Energy Conservation and Resource Management Committee. use of high energy consuming tools or equipment shall be approved by the Contracting officer. See Attachment J-C__ of this section.

C.B.4 Environmental Protection

The Contractor shall comply with all applicable federal, state, and local laws, and with the regulations and standards listed in Attachment J-C__ . All environmental protection matters shall be

coordinated with the Contracting Officer. Inspection of any of the facilities operated by the Contractor may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during normal working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine and other costs. The Contractor shall also clean up any oil spills which result from the Contractor's operations. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.

C.B.5 Disposal

Debris, rubbish and non-usable material resulting from the work under this contract may be disposed of on Government property at (Indicate location) at the direction of the Contracting Officer or off Government property at the Option of the Contractor. In either case, the Contractor must dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and its associated state and local regulations.

C.B.6 Safety Requirements and Reports

a. All work shall be conducted in a safe manner and shall comply with activity requirements or those requirements in Attachment J-C__ . The Government will not provide safety equipment to the Contractor.

b. Prior to commencing work, the Contractor shall meet in conference with the Contracting Officer to discuss and develop mutual understandings relative to administration of the Safety Program.

C. The Contractor-s work space may be inspected periodically for OSHA and Navy violations. Abatement of violations will be the responsibility of the Contractor and/or the Government as determined by the Contracting Officer. The Contractor shall provide assistance to the Safety Office escort and the federal or state OSHA inspector if a complaint is filed. Any fines levied on the Contractor by federal or state OSHA offices due to safety/health violations shall be paid promptly.

d. The Contractor shall report to the Contracting Officer in the manner and on the forms prescribed in Attachment J-C__ exposure data and all accidents resulting in death, trauma, or occupational disease. All accidents must be reported to the Contracting Officer within 24 hours of their occurrence.

e. The Contractor shall submit to the Contracting Officer a full report of damage to Government property and/or equipment by contractor employees. All damage reports shall be submitted to the Contracting Officer within 24 hours of the occurrence.

f. Only emergency medical care is available in Government facilities to Contractor employees who suffer on the job injury or disease. Care will be rendered at the rates in effect at the time of treatment. Reimbursement shall be made by the Contractor to the Naval Regional Medical Center Collection Agent upon receipt of statement.

C.8.7 Passes and Badges

All Contractor employees shall obtain the required employee and vehicle passes. The Contractor shall, prior to the start of the contract, submit to the Contracting Officer an estimate of the number of personnel expected to be utilized at any one time on the contract. The Government will issue badges without charge. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's pass and badge shall be returned within !NUMBER OF DAYS!. Passes and badges issued to Contractor employees shall not negate the requirement for employee identification required in the "IDENTIFICATION OF CONTRACTOR EMPLOYEES" paragraph.

C.B.8 Identification of Contractor Employees

a. The Contractor shall provide to the Contracting Officer the name or names of the responsible supervisory person or persons authorized to act for the contractor.

b. The Contractor shall furnish sufficient personnel to perform all work specified within the contract.

C. Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.

d. The Contractor shall remove from the site any individual whose continued employment is deemed by the Contracting Officer to be contrary to the public interest or inconsistent with the best interests of National Security.

e. No employee or representative of the Contractor will be admitted to the site of work unless he furnishes satisfactory proof that he is a citizen of the United States, or, if an alien, his residence within the United states is legal.

f. All contractor/subcontractor employees working under this contract shall be identified by a distinctive name plate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.

C.8.9 **Identification of Contractor Vehicles**

The company name shall be displayed on each of the Contractor-s vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and safety inspection sticker, if applicable, and shall be maintained in good repair.

C.8.10 Permits

The Contractor shall, without additional expense to the Government, obtain all appointments, licenses, and permits required for the prosecution of the work. The Contractor shall comply with all applicable federal, state, and local laws. Evidence of such permits and licenses shall be provided to the Contracting Officer before work commences.

C.B.11 Combined Contractor Production Report and Contractor Quality Control Report

The Contractor shall complete and submit a *Combined Contractor Production Report and Contractor Quality Control Report* Form NAVFAC 01400 1 (3/92) to the Contracting Officer on a daily basis covering all work to which Davis Bacon wage rates apply. See Attachment J.

22. APPENDIX D SAMPLE CORRESPONDENCE

A. SPECIAL PROJECT SUBMISSION LETTER

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Your Engineering Field Division (Code 16)
(2) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE

Encl: (1) Step Two documentation and estimate

1. Enclosure (1) is forwarded for validation and inclusion in the BUMED Special Projects program. This project was identified on the Annual Inspection Summary (or Long Range Maintenance Plan) and should be programmed for design and construction in FY XX and FY XX respectively.

2. Discuss briefly how this project impacts the Environment of Care, Life Safety, Safety, energy conservation, etc. to justify the project. It the project corrects a problem that has data to support it, then present the data. For example the project "Replace Emergency Generator and Transfer Switches" is supported by six utility failures within the last eight months where the emergency power system failed to operate.

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may he reached at Commercial (904) 123-4567 or by DSN at 942 4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

Copy to:
NAVHOSP HSO Jacksonville

B. DESIGN RESERVATION OF FUNDS

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECTAL PROJECT RX-9X, FTX SOMETHTNG TTTLE

1. Request a reservation of funds (ROF) in the amount of $XX to advertise the A/E design contract for the subject project. This project was programmed for FY XX design during the Special Projects Programming Board.

2. The ROF is required by (Date) in order to meet the design schedule.

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

C. REQUEST FOR DESIGN FUNDS

110 0
ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE

Ref: (a) BUMED Reservation of Funds Letter/NAVGRAM

1. Negotiations for the subject design are complete. Please provide $ XX (this figure includes SIOH) as reserved by reference (a).

2. If there is an increase of greater than 15% from the reservation of funds, give some justification for the increase (is. travel costs, additional site investigation, etc.)

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

D. REQUEST FOR DESIGN FUNDS PWC DESIGN EXECUTION

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX 9X, FIX SOMETHING TITLE

Encl: (1) PWC fundable estimate

1. Enclosure (1) is for the design of the subject project. Please provide funds in the amount of $ XX K (includes SIOH and PWC Markups). This design is being done by PWC Somewhere. Please provide the funds by (date) the design schedule can be maintained.

2. If there is an increase of greater than 15% from the programmed amount, give some justification for the increase (is. travel costs, additional site investigation, etc.)

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

E. REQUEST FOR CONSTRUCTION RESERVATION OF FUNDS

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE

1. The design for the subject project is complete. Request a Reservation of Funds (ROF) in the amount of $ XXX K (includes SIOH and PCAS) to advertise the construction project. The subject project is programmed for execution in FY XX.

2. Justify any increases in project cost greater than 10%.

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

F. REQUEST FOR CONSTRUCTION RESERVATION OF FUNDS EXECUTED THROUGH PWC

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE

1. The design for the subject project is complete. Request funds in the amount of $ XXX K (includes SIOH and PCAS) be provided to advertise and award the construction project. The subject project is programmed for execution in FY XX and will be executed through PWC Somewhere.

2. Justify any increases in project cost greater than 10%.

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

G. REQUEST FOR CONSTRUCTION FUNDS

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (I) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE

Ref: (a) BUMED Reservation of Funds Letter/NAVGRAM

1. Bids have been opened and the construction contract is ready for award. Please provide $ XXX K (this figure includes SIOH and PCAS) as reserved by reference (a).

2. Funds are required by (date) to meet the award and construction schedule.

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942 4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

H. CHANGE ORDER FUNDS REQUEST (LOCAL FUNDS UNAVAILABLE) SUM OF CHANGES IS LESS THAN 10% OF CONTRACT PRICE

11010
Ser xx/xxx
Date

From: Your CO
To: Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE, CHANGE ONE

Encl: (1) Change Scope and estimate

1. The Resident Officer In Charge of Construction has identified the need for a change as described by enclosure (1). The change is the result of a design omission (or differing site condition, etc.). Request a reservation of funds and authority to proceed in the amount of $ XX K (includes SIOH) to negotiate the subject change. Funds are not available at this command to support this change.

2. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

I. CHANGE ORDER FUNDS REQUEST (LOCAL FUNDS AVAILABLE) SUM OF CHANGES IS LESS THAN 10% OF CONTRACT PRICE

11010
Ser xx/xxx
Date

From: Your CO
To: Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX 9X, FIX SOMETHING TITLE, CHANGE ONE

Encl: (1) Change Scope and estimate

1. The Resident Officer In Charge of Construction has identified the need for a change as described by enclosure (1) The change is the result of a design omission (or differing site condition, etc.). Request an authority to proceed in the amount of $ XX K (includes SIOH) to negotiate the subject change. Funds are available at this command to support this change.

2. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFVY
By direction

J. CHANGE ORDER FUNDS REQUEST (LOCAL FUNDS UNAVAILABLE) SUM OF CHANGES IS GREATER THAN 10% OF CONTRACT PRICE

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX 9X, FIX SOMETHING TITLE, CHANGE ONE

Encl: (1) Change Scope and estimate

1. The Resident Officer In Charge of Construction has identified the need for a change as described by enclosure (1) The change is the result of a design omission (or differing site condition, etc.). Request a reservation of funds and authority to proceed in the amount of $ XX K (includes SION) to negotiate the subject change. Funds are not available at this command to support this change.

2. My point of contact is Lieutenant Joe Snuffy CECIMSC, USN, who may be reached at Commercial (904) 123 4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

K. CHANGE ORDER FUNDS REQUEST (LOCAL FUNDS AVAILABLE) SUM OF CHANGES IS GREATER THAN 10% OF CONTRACT PRICE

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE, CHANGE ONE

Encl: (1) Change Scope and estimate

1. The Resident Officer In Charge of Construction has identified the need for a change as described by enclosure (1) The change is the result of a design omission (or differing site condition, etc.). Request an authority to proceed in the amount of $ XX K (includes SIOH) to negotiate the subject change. Funds are available at this command to support this change.

2. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

L. REQUEST FOR CHANGE FUNDS SUM OF CHANGES IS LESS THAN 10% OF CONTRACT PRICE

11010
Ser xx/xxx
Date

From: Your CO
To: Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX-9X, FIX SOMETHING TITLE, CHANGE ONE

Ref: (a) BUMED Reservation of Funds Letter/NAVGRAM

1. Negotiations for the subject change are complete. Please provide $ XX (this figure includes SIOH) as reserved by reference (a).

2. If there is an increase of greater than 150- from the reservation of funds, give some justification for the increase (is. travel costs, additional site investigation, etc.)

3. My point of contact is Lieutenant Joe Snuffy CEC/MSC, USN, who may be reached at Commercial (904) 123-4567 or by DSN at 942-4SG7. Your continued support is appreciated.

J. D. SNUFFY
By direction

M. REQUEST FOR CHANGE FUNDS SUM OF CHANGES IS GREATER TR&N 10% OF CONTRACT PRICE

11010
Ser xx/xxx
Date

From: Your CO
To: Chief, Bureau of Medicine and Surgery (MED-432A)
Via: (1) Naval Healthcare Support Office Jacksonville (Code 43)

Subj: SPECIAL PROJECT RX 9X, FIX SOMETHING TITLE, CHANGE ONE

Ref: (a) BUMED Reservation of Funds Letter/NAVGRAM

1. Negotiations for the subject change are complete. Please provide $ XX (this figure includes SIOH) as reserved by reference (a).

2. If there is an increase of greater than 15% from the reservation of funds, give some justification for the increase (ie. travel costs, additional site investigation, etc.)

3. My point of contact is Lieutenant Joe Snuffy CECIMSC, USN, who may be reached at Commercial (904) 123 4SG7 or by DSN at 942-4567. Your continued support is appreciated.

J. D. SNUFFY
By direction

N. FOR PROJECTS DESIGNED AND EXECUTED THROUGH A PWC

RESERVATIONS OF FUNDS ARE NOT USED. PWC'S WORK ONLY WITH ACTUAL FUNDS BASED ON FUNDABLE ESTIMATES. THEREFORE, YOU SHOULD ONLY USE THE SAMPLES THAT ARE LABELED "EXECUTED THROUGH PWC."